HUAWEI nova 4

User Guide

HUAWEI

Contents

Exciting Features

Featured Usage Tips 1
Camera Tips 2
More Features 7

New Device

New Device Configuration 12

Gestures and Operations

Screenshots and Screen Recording 15

Home Screen

Navigation Bar 19
Use Shortcut Switches to Quickly Enable Frequently Used Features 20
Notification Panel and Status Bar 20
Screen Lock and Unlock 22
Home Screen Management 23

Contacts

Managing Business Cards 27
Search Contacts 28
Managing Contacts 29
Merging Third-party App Contacts 30

Dialing

Basic Calling Functions 31
VoLTE 32

Camera

Basic Camera Functions 34
Use Portrait Mode to Take Stunning Portraits 37
Use **AR lens** to Add Effects to Your Photos 38
Use Wide Aperture Mode to Highlight Your Shooting Subjects 38
Panorama 39
Use 3D Panorama to Take 360-degree Photos 40
Pro Mode 41
Light Painting Mode 43
More Capture Modes 48

Gallery

Customize Highlights Albums 51
Photo Management 52

Phone Manager

Use One-touch Optimization 56
Manage Mobile Data Usage 56
Enable Smart Power-Saving Management to Optimize Power Consumption 56
Enable Virus Scanner 57

Email

Add Email Accounts 58
Manage Email Accounts 58
Manage VIP Email Contacts 59
Create Smart Groups 59
Import Important Events to Calendar 59
Set Auto Response for Exchange Email 59

Calendar

Navigate the Calendar 60
Import To-Dos to Keep Your Work Organized 61
View Global Holidays 61

Clock

Use the Clock 63

Notepad

Manage Your Notes to Keep Your Records in Order 65

Utilities

Check Your Screen Time 67

Multiple Users

Set and Use Multiple Users 68

Device Connection

Bluetooth 70
Connecting USB Device 72
Huawei Share 74

Security and Privacy

Enroll Your Facial Information to Enable Face Unlock 76
Fingerprint 76
Enable or Disable Location Services 79
PrivateSpace 79
Enable App Lock 83
More Security Settings 84

Backup and Restoration

Data Backup: Prevent the Loss of Your Data 85
Data Backup to a USB Storage Device 85
Reset Your Phone 85
Data Backup by Shared Folders to Your Computer or Home NAS Devices 86

Wi-Fi and Network

Wi-Fi 87
Connecting to the Internet 90
Share Your Mobile Network with Other Devices 90

Apps and Notifications

App Twin: Log In to Two Social Media Accounts at Once 93

Sound and Display

Configure Do Not Disturb Mode 94
Sound Settings 94
More Display Settings 95

Storage

Enable Memory Cleanup 97

Smart Assistance

Access Phone Functions from Anywhere with Navigation Dock 98

System

Change the Input Method 99
Enable Color Correction 99
General Settings 99

System Update

Performing an Online Update 101

Legal Notice

Legal Notice 102
Personal Information and Data Security 103
Obtaining help 104
Get More Information 104

Exciting Features

Featured Usage Tips

Enroll Your Facial Information to Enable Face Unlock

Face unlock allows you to quickly unlock your Phone by holding it up to your face.

- Only the owner can enable Face unlock. This feature is not available for users or guests, and not supported in PrivateSpace either.
- Face unlock is not available if the screen unlock password has not been entered for three or more days in a row, or if your Phone has been remotely locked, or has been restarted.
- When using Face unlock to unlock your Phone, keep your eyes open, face yourself directly towards your Phone, and keep your face at a distance of 20 cm (7.87 in.) to 50 cm (19.69 in.) from your device. In order to scan your face accurately, avoid using this feature when you are in a dark environment or when facing direct light.

1 Open **Settings**. Go to **Security & privacy** > **Face recognition** and enter your screen unlock password.

2 You can select **Enable pick up to wake**. In this case, your Phone will turn on the screen and identify your facial features to unlock the screen automatically whenever you pick up your Phone and hold it to your face. If you do not wish to use this feature, you can disable this option. Touch **Enroll face** and follow the onscreen instructions to enroll your face.

3 Methods to set Face unlock:

- **Direct unlock**: Turn on the screen. Your Phone identifies your facial features and unlocks the screen.
- **Swipe to unlock**: Turn on the screen. After your Phone identifies your facial features, swipe the lock screen to unlock your device.
- **Smart display of lock screen notifications**: Enable **Slide to unlock** and **Smart lock screen notifications**. On the lock screen, your Phone hides notification details by default and displays them only after identifying the device owner's face.
- **Access app lock**: Enable **Access App lock** to access apps and locked apps using Face unlock.

Access Phone Functions from Anywhere with Navigation Dock

In order to close an app or return to the home screen, you must use the navigation bar at the bottom of your Phone. You can enable the Navigation dock feature on your Phone to avoid using navigation buttons and to comfortably operate your device with one hand.

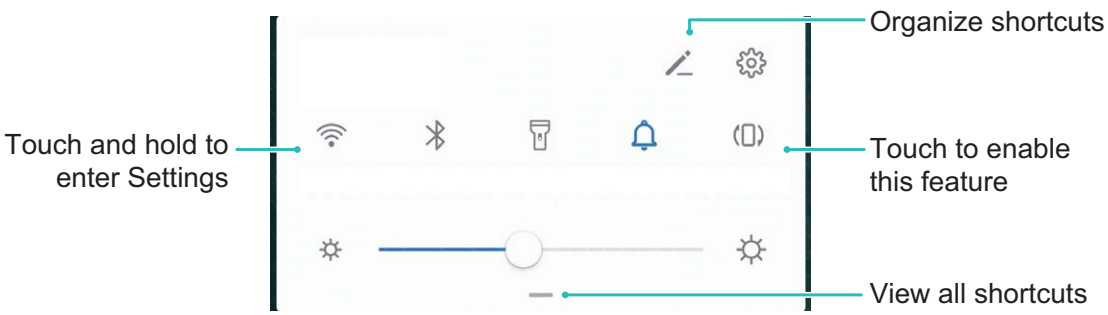
Open **Settings**. Go to **System** > **System navigation** > **Navigation dock** and enable **Navigation dock**. The Navigation dock will appear on the screen. You can then drag it to your preferred location. The Navigation dock can perform the following actions:

- **Back**: Touch the Navigation dock once to go back one step, or touch it twice to go back two steps.

- **Home**: Touch and hold the Navigation dock and then release it to go to the home screen.
- **View background apps**: Touch and hold the Navigation dock and then swipe left or right to view any apps that are running in the background.

Use Shortcut Switches to Quickly Enable Frequently Used Features

Want to quickly enable or disable mobile data or hotspot? You can enable frequently used features by using shortcut switches.



Camera Tips

Use Portrait Mode to Take Stunning Portraits

Want to make your selfies or group shots even more beautiful? Portrait mode provides you with customized options to make every photo beautiful and memorable.

Enable Portrait mode and make your photos shine: Open **Camera** > **Portrait**, and you can set the following parameters to make your photos shine. After making the adjustments, touch to take photos.

- **Blurred effect**: If there is a light source in the background, touch the icon.

  When the ambient light is not low, a light source (such as neon light and street light) in the background will produce an ideal blurred effect.

- **Stage lighting**: Touch the icon in the viewfinder and select a stage lighting effect.

  Taking a photo from far away will reduce the lighting effect.

- **Beauty effect**:
  - **When using the rear camera**: Touch in the viewfinder and drag the slider left or right to adjust the beauty level. A larger **Beauty level** value produces more distinct beauty effect.
  - **When using the front camera**: Touch in the viewfinder. A larger value produces more distinct beauty effect.

    To disable these beauty effects, touch the icon in the viewfinder and set each parameter to its lowest value.

Use 3D Panorama to Take 360-degree Photos

Try the 3D panorama function to capture a 360-degree view of a scene or person.

- **Shooting objects**: Go to **Camera** > **More** > **3D panorama**. Touch and hold , then follow the onscreen prompts to slowly move your Phone around your subject in one direction. Release to stop shooting. After shooting, touch the camera thumbnail, and then touch 3D above the photo to generate a 3D panoramic photo.

- **Shooting scenery**: Go to **Camera** > **More** > **3D panorama**. Touch and hold , then follow the onscreen prompts to slowly move your Phone around your subject in one direction. Release to stop shooting. After shooting, touch the camera thumbnail, and then touch 3D above the photo to generate a 3D panoramic photo.

After a 3D panorama has been generated, you can tilt your Phone or drag the photo to view the 3D effect.

Use Panorama Mode to Take Panoramic Photos

Panoramas provide a wider viewing angle than ordinary photos, letting you take sweeping landscape shots.

To capture a panorama shot, the camera takes multiple photos of objects within our visual field and stitches them together into a single photo.

When taking a panorama, find a wide, open space that is some distance away from the subject and try to avoid backgrounds that are all in one color.

1 Go to **Camera** > **More** > **Panorama**.

2 Touch at the bottom of the screen to configure the shooting direction.

3 Hold your Phone steady, and then touch to start shooting. Slowly move the Phone in the direction indicated, holding the device steady and ensuring that the arrow stays level with the center line.

4 Touch when you are finished. The camera will automatically stitch the photos together to create a panorama.

Custom Shooting Modes

Want to discover new ways of using your camera besides the preset functions? You can download or delete shooting modes based on your needs.

Download more shooting modes: Open **Camera** > **More** > **Download** > **More**. Select the shooting modes to download, and touch **ADD**.

Update shooting modes: To update shooting modes, go to the **More** screen. The shooting modes with available updates will have red dots next to them. You can follow the onscreen prompts to update them.

Delete shooting modes: Go to **More** > , and touch to delete unneeded shooting modes.

To ensure that Camera works normally, preset shooting modes cannot be deleted.

Use AR lens to Add Effects to Your Photos

Tired of taking boring pictures? You can use **AR lens** to add a variety of stickers or change the background of your photos to make them look more interesting.

Open **Camera** > **AR lens**.

There are several effects to choose from to make your photos stand out:

- **3D Qmoji**: Touch **3D Qmoji**, and select an animated Qmoji. The Qmoji will then mimic and act out your facial expressions and actions accordingly. Touch to record, or touch GIF and then touch and hold to create your own personalized Qmoji.
- **Adding customized effects for your photos or videos**: Touch **Gesture effects**, and then touch , , or . Then follow the onscreen instructions to add customized backgrounds to your photos or videos.
- **Adding effects to your photos or videos**: Touch **Effects** and select an animated sticker. Then touch to take a photo with the selected sticker, or touch to shoot a video with the selected sticker. Some animated stickers have sound effects that will be automatically added to the video.
- **Changing photo or video background**: Touch **Backgrounds**, select a background, and then touch to take a photo with the selected background. Alternatively, touch to record a video with the selected background. Some animated backgrounds have sound effects that will be automatically added to the video.

  You can also touch to add your favorite pictures in **Gallery** to **Backgrounds**. **Backgrounds** is supported only by the front camera.

Touch to add beautification effects and adjust the beauty level.

Use Pro Mode to Take Scenic Photos

Want to make your scenic photos more vibrant and interesting? Use Pro mode to take unique and personalized scenic photos.

Open **Camera** > **More** > **Pro** to enter Pro mode.

Select a metering mode based on the shooting subject: On the Pro mode screen, touch , and select a metering mode accordingly.

Metering mode	Application scenario
Matrix	Broad landscapes and seas
Center	The subject is in the center of the picture, and stands out from the background.
Spot	The subject to be highlighted in the picture is relatively small, such as a flower or a tree.

Adjust brightness based on the shooting environment:

- **Adjust ISO**: On the Pro mode screen, touch ISO, and swipe left or right on the ISO slider to adjust its value.

  To avoid excessive noises, the recommended ISO is below 400. The recommended ISO for the daytime is between 100 and 200 and above 400 for night scenes.

- **Adjust the shutter speed**: On the Pro mode screen, touch S (shutter speed), slide on the shutter speed slider, and drag your desired speed to the center.

  The recommended shutter speed for static scenes (such as mountains) is between 1/80 and 1/125; and faster (less than 1 second) for moving subjects (such as waves). For the best result, using a tripod when shooting a moving subject.

- **Adjust EV compensation**: On the Pro mode screen, touch EV, slide on the EV slider and drag the selected value to the center.

Adjust AWB: On the Pro mode screen, touch AWB, slide on the AWB slider and drag the selected value to the center.

- When shooting under sunlight, you can select . In a weak light environment, you can select .
- Touch to adjust the color temperature. If you want to give your photo a cozy, nostalgic tone, increase the K value. For a cold, calm or futuristic tone, select a lower K value.

Adjust AF based on the shooting subject: On the Pro mode screen, touch AF, slide on the AF slider and drag your desired mode to the center.

AF modes	Application scenario
AF-S mode	Static scenes (such as mountains).
AF-C mode	Moving scenes (such as flowing water and sea waves).
MF mode	Protruding objects (such as a close-up of a flower).

Hold your device steady when shooting: In Pro mode, touch and enable **Horizontal level**. After this feature is enabled, two horizontal guiding lines will appear in the viewfinder. When the dotted line overlaps with the solid line, it indicates that the camera is horizontally aligned.

Save RAW format pictures: In Pro mode, touch > **Resolution**, and enable **RAW format**. After this function is enabled, pictures taken in Pro mode will be saved in both RAW and standard JPG formats.

- Some settings in Pro mode may change after you change a setting. You may adjust them based on your actual needs.
- The recommended settings above are for reference only. You may adjust them based on the actual condition to achieve your desired effect.

Use Pro Mode to Capture Portraits

Want to take more professional portraits? The Pro mode allows you to adjust your camera settings to shoot professional portraits.

Open **Camera** > **More** > **Pro**.

Select a Metering mode: or mode is recommended for taking portraits. Place your shooting subjects (their faces for example) in the center of the viewfinder.

Adjust brightness based on the shooting environment

- **Adjust ISO**: To avoid excessive noises, it is recommended that you adjust the ISO to a low level when shooting portraits. You may adjust the ISO based on the actual shooting environments.

Shooting Environment	Recommended ISO
Outdoors	Between 100 and 200
Indoors	Around 400
Night scenes	Between 400 and 800

- **Adjust shutter speed**: The shutter speed should be slow if the ambient light is low and fast when the ambient light is strong. The recommended shutter speed for static portraits is between 1/80 and 1/125. To shoot moving subjects, select a shutter speed at or above 1/125.
- **Adjust EV compensation**: You may increase the EV compensation if the light on the subjects or background is low, and decrease the EV compensation if there is too much light.

Adjust AWB: Select AWB depending on the lighting conditions. When shooting under sunlight, you can select . In a low light environment, you can select .

Adjust Focus: To better highlight a subject, it is recommended that you use manual focus (MF) when shooting portraits. In the viewfinder, touch to focus on the part (the subject's face for example) you want to highlight.

- In Pro mode, some settings may change after you change a setting. You may adjust them based on your actual needs.
- The recommended settings above are for reference only. You may adjust them based on the actual usage conditions to achieve your desired effect.

More Features

Enable Password Vault

Forget your password when logging in to an app? Password vault saves and automatically fills in your passwords, allowing you to log in to apps on your Phone more conveniently and securely.

Enable or disable Password vault: Password vault is enabled by default. After you update your Phone, you can enable Password vault by performing the following operations:

1 You need to enter the lock screen password to log in to Password vault. Open **Settings**, and go to **Security & privacy** > **Password vault**.

2 Enter the screen lock password to access the **Password vault** screen.

3 Enable **Password vault**. When you log in to the app for the first time and select **SAVE**, the login account and password are automatically saved. When you log in to the app again, the password is associated with one of the encryption methods such as your facial image by default, which is convenient and secure.

4 Enable or disable **Autofill settings** for a single app. If the automatic filling function is enabled for an app, you can use a facial image or fingerprint to automatically fill in the password when you log in to the app, which is convenient and secure. If the automatic filling function is disabled for an app, you must enter the account and password to log in to the app.

Enable App Lock

App lock allows you to set a password for your important apps. Once you restart your Phone or unlock the screen, you will be asked to enter your App lock password when opening the apps for the first time. App lock enhances the protection of your private information and prevents unauthorized access to important apps on your device.

Enable App lock: Open **Settings**. Go to **Security & privacy** > **App lock**. When you access the app for the first time, follow the onscreen instructions to set the password and enter the app lock. In subsequent access, you can directly enter the app lock password. On the App lock screen, enable App lock for the apps you want to protect. When accessing a locked app for the first time, you need to enter the password in the password text box. If you forget the password, touch **Forgot password**, enter the answer in the password protection question box, and reset the password. If you have not set the password protection, the **Forgot password** option is not available.

If you have set up a fingerprint and facial recognition to unlock your Phone and are opening App lock for the first time, you can follow the onscreen instructions to associate your fingerprint and facial recognition with App lock for easier app unlocking.

Modify your App lock password and password protection: Touch on the App lock screen, and then touch **Change password** or **Change password protection** to modify your App lock password or password protection.

If you enter a wrong password five times in a row while logging in to App lock, your Phone will be locked for one minute. You can try again in one minute. If you enter a wrong password another three times in a row, you will need to wait 10 minutes.

Enable PrivateSpace

Do you worry that potentially embarrassing information might be seen by your friends and co-workers when you are showing them photos and other things on your Phone? PrivateSpace lets you store private information in a hidden space within your device that can only be accessed with your fingerprint or password.

You can add up to three users to **Users** and **PrivateSpace** on your Phone. If you have already added three users under **Settings** > **Users & accounts** > **Users** > **Add user**, you cannot add more users to **PrivateSpace**.

Enable PrivateSpace: If you are using PrivateSpace for the first time, open **Settings**, go to **Security & privacy** > **PrivateSpace** > **Enable**, and follow the onscreen instructions to create your PrivateSpace.

You can only create one PrivateSpace.

Quickly switch between MainSpace and PrivateSpace: From the lock screen, you can quickly switch between spaces using your fingerprint or password. After you restart your Phone, you are required to first enter the MainSpace using your password. You can then switch between spaces from your lock screen.

Enter PrivateSpace: You can enter your PrivateSpace directly from the lock screen using your fingerprint or password. Alternatively, open **Settings** in MainSpace, and go to **Security & privacy** > **PrivateSpace** > **Log in** to enter your PrivateSpace.

Exit PrivateSpace: After entering your PrivateSpace, open **Settings**, and go to **Security & privacy** > **PrivateSpace** > **Exit**. When you exit your PrivateSpace, all system memory used by the PrivateSpace will be freed. You can still switch back to your PrivateSpace when you need it.

Delete PrivateSpace: Deleting your PrivateSpace will permanently delete all apps and data stored within your PrivateSpace and this data will be unable to be restored. You can delete your PrivateSpace in the following ways:

- From the MainSpace, open **Settings**, then go to **Security & privacy** > **PrivateSpace** and touch ⋮ > **Delete PrivateSpace**.
- In PrivateSpace, open **Settings**, and go to **Security & privacy** > **PrivateSpace** > **Delete**.

Set Your Home Screen Wallpaper

Tired of default wallpapers? Set a photo you like as your home screen wallpaper to personalize your home screen.

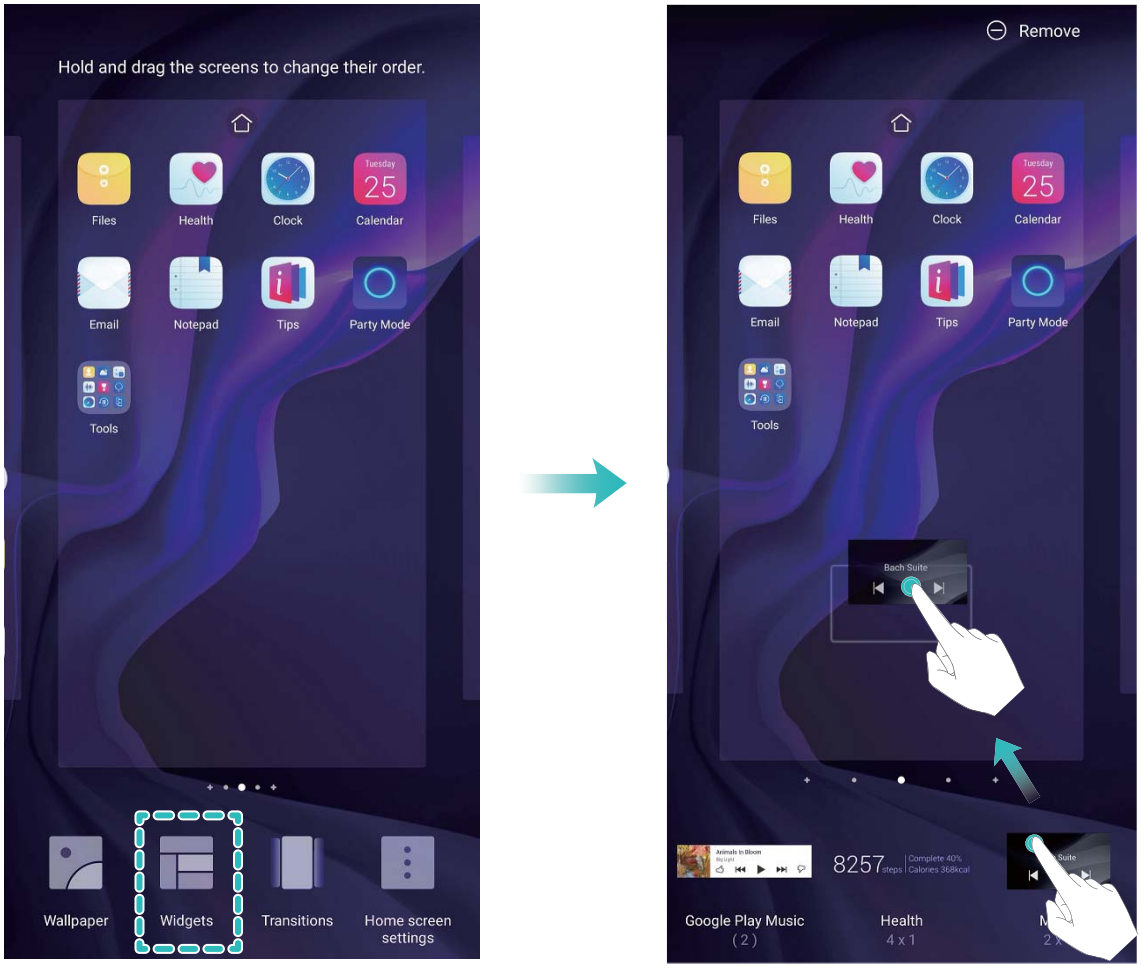
Open **Settings**, and then go to **Home screen & wallpaper** > **Wallpaper**. You can:

Set a picture as your home screen wallpaper: Touch **Gallery** or select a preset wallpaper in your device, and follow the onscreen instructions to select **Lock screen**, **Home screen** or **Both**.

Set a photo as your wallpaper from Gallery: Have a great photo you want to set as your wallpaper? In **Gallery**, open the photo that you like, go to ⋮ > **Set as** > **Wallpaper**, and follow the onscreen instructions to set the photo as your home screen wallpaper.

Manage Your Home Screen Widgets

Want to quickly add widgets such as screen lock, weather, notepad, clock, contacts, or calendar to your home screen? You can add, move or delete home screen widgets to tidy up your home screen and ease your usage experience.



Add widgets: Touch and hold an empty area on the home screen to enter home screen editing mode. Touch **Widgets**, touch and hold a widget and drag it to an empty area on the home screen, or touch the widget you want.

Check that there are enough empty spaces on the home screen for the widget. If there is not enough space, add an empty screen page or free up some space on the current home screen page.

Delete widgets: Touch and hold a widget on the home screen until your Phone vibrates, and then select **Remove**.

Move widgets: Touch and hold a widget on the home screen until your Phone vibrates. Drag the widget to any position on the screen.

Use App Drawer to Store Apps

Want to store your apps in one location on your home screen to make your home screen look cleaner? You can enable app drawer on your home screen to store all your apps and free up space on your home screen.

Open **Settings**, go to **Home screen & wallpaper** > **Home screen style**, and select **Drawer**. If you want to switch back to a standard home screen, select **Standard**.

Add an app icon from app drawer to the home screen: After you enable app drawer, touch on the home screen to enter the app list. From the app list, touch and hold the app icon that you want to add until your Phone vibrates, and then drag it to the desired position on the home screen.

Enable Memory Cleanup

Your Phone may slow down over time as your storage space gets smaller. You can use memory cleanup to free up storage space, improve system performance, and keep your Phone running smoothly.

Open **Phone Manager**. Touch **Cleanup** to clear memory and cache and optimize performance. If your storage space is still low, you can perform a deep clean to free up additional storage space.

New Device

New Device Configuration

Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

Connecting to a Wi-Fi network

1 Swipe down from the status bar to open the notification panel.

2 Touch and hold to open the Wi-Fi settings screen.

3 Switch on **Wi-Fi**. Your device will list all available Wi-Fi networks at your location.

4 Select the Wi-Fi network you want to connect to. If you select an encrypted network, you will also need to enter the Wi-Fi password.

Connecting using mobile data

Before using mobile data, ensure that you have a data plan with your carrier to avoid incurring excessive data charges.

1 Swipe down from the status bar to open the notification panel.

2 Touch to enable mobile data.

When you don't need to access the Internet, disable mobile data to save battery power and reduce data usage.

Enroll Your Facial Information to Enable Face Unlock

Face unlock allows you to quickly unlock your Phone by holding it up to your face.

- Only the owner can enable Face unlock. This feature is not available for users or guests, and not supported in PrivateSpace either.
- Face unlock is not available if the screen unlock password has not been entered for three or more days in a row, or if your Phone has been remotely locked, or has been restarted.
- When using Face unlock to unlock your Phone, keep your eyes open, face yourself directly towards your Phone, and keep your face at a distance of 20 cm (7.87 in.) to 50 cm (19.69 in.) from your device. In order to scan your face accurately, avoid using this feature when you are in a dark environment or when facing direct light.

1 Open **Settings**. Go to **Security & privacy** > **Face recognition** and enter your screen unlock password.

2 You can select **Enable pick up to wake**. In this case, your Phone will turn on the screen and identify your facial features to unlock the screen automatically whenever you pick up your Phone and hold it to your face. If you do not wish to use this feature, you can disable this option. Touch **Enroll face** and follow the onscreen instructions to enroll your face.

3 Methods to set Face unlock:

- **Direct unlock**: Turn on the screen. Your Phone identifies your facial features and unlocks the screen.
- **Swipe to unlock**: Turn on the screen. After your Phone identifies your facial features, swipe the lock screen to unlock your device.
- **Smart display of lock screen notifications**: Enable **Slide to unlock** and **Smart lock screen notifications**. On the lock screen, your Phone hides notification details by default and displays them only after identifying the device owner's face.
- **Access app lock**: Enable **Access App lock** to access apps and locked apps using Face unlock.

Enroll a Fingerprint

You can enroll a fingerprint on your Phone and then use your fingerprint to unlock your screen or access your Safe or App Lock without a password.

- Fingerprint unlocking is only available when your unlock method is set to **Pattern**, **PIN** or **Password**. You will be required to unlock your Phone using the screen unlock password after the device is restarted or if your fingerprint is not recognized.
- Before enrolling a fingerprint, make sure your finger is clean and dry.

1 Open **Settings**.

2 Go to **Security & privacy** > **Fingerprint ID** > **Fingerprint management** > **Change unlock method**, select **Pattern**, **4-digit PIN**, **Custom PIN** or **Password**, and then follow the onscreen instructions to set an unlock password.

3 Once you have set an unlock password, touch **New fingerprint** to enroll a fingerprint.

4 Place your fingertip on the fingerprint sensor. Press down lightly on the sensor until your device vibrates. Repeat this step using different parts of your fingertip.

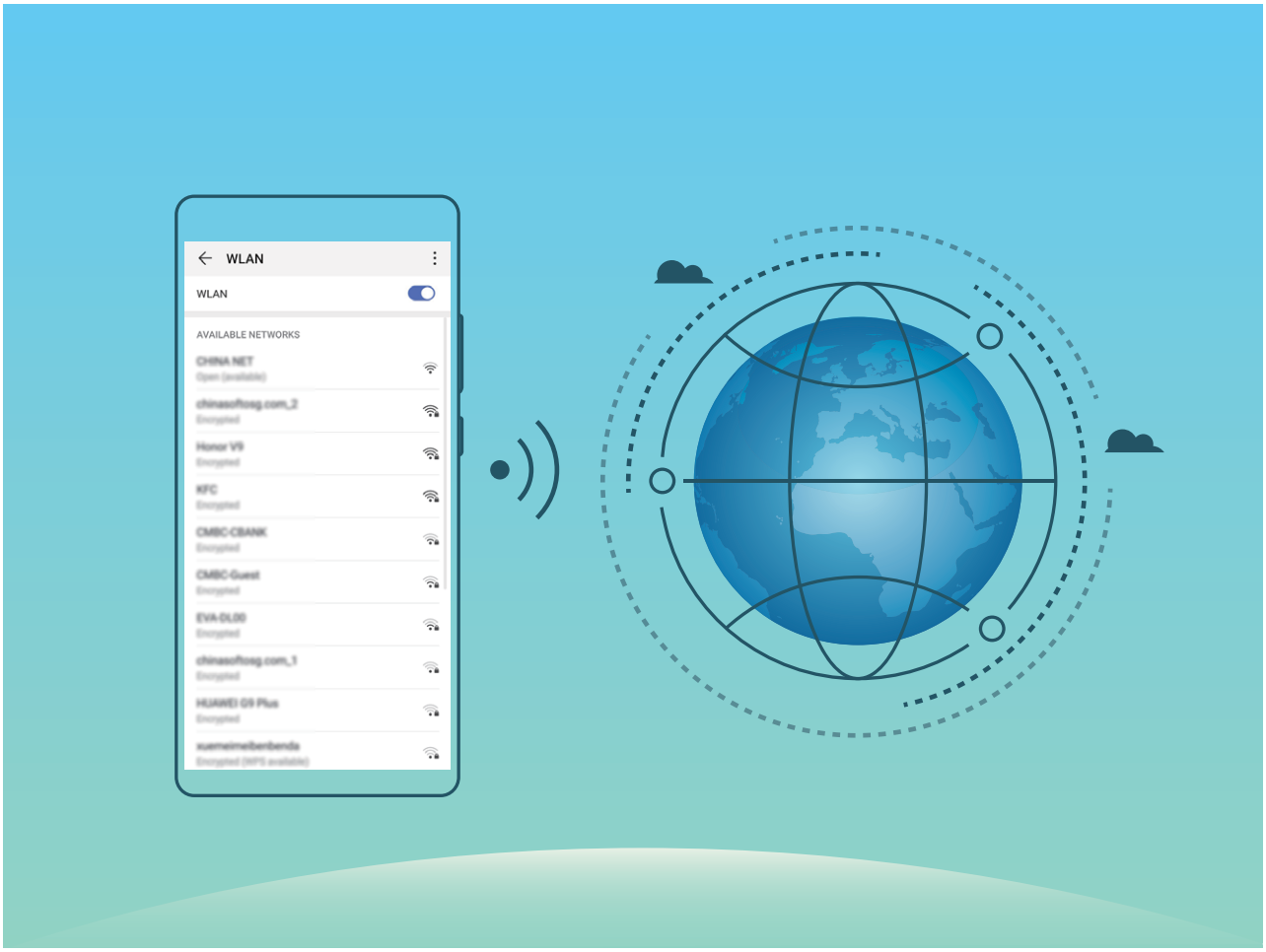
5 After enrollment is complete, touch **OK**.

To unlock the screen, simply place your fingertip on the fingerprint sensor.

Connect to Wi-Fi

By connecting your device to a Wi-Fi network, you can effectively save mobile data.

To avoid potential security risks (such as unauthorized access to your personal data and financial information), please exercise caution when connecting to a public Wi-Fi network.



Connect to a Wi-Fi Network: Open **Settings**, go to **Wireless & networks** > **Wi-Fi**, and enable **Wi-Fi**. Touch a Wi-Fi network to access it, and enter the network password or complete the authentication if required. Alternatively, you can scroll to the bottom of the menu, touch **Add network**, and follow the onscreen instructions to add a network hotspot by entering its name and password.

Gestures and Operations

Screenshots and Screen Recording

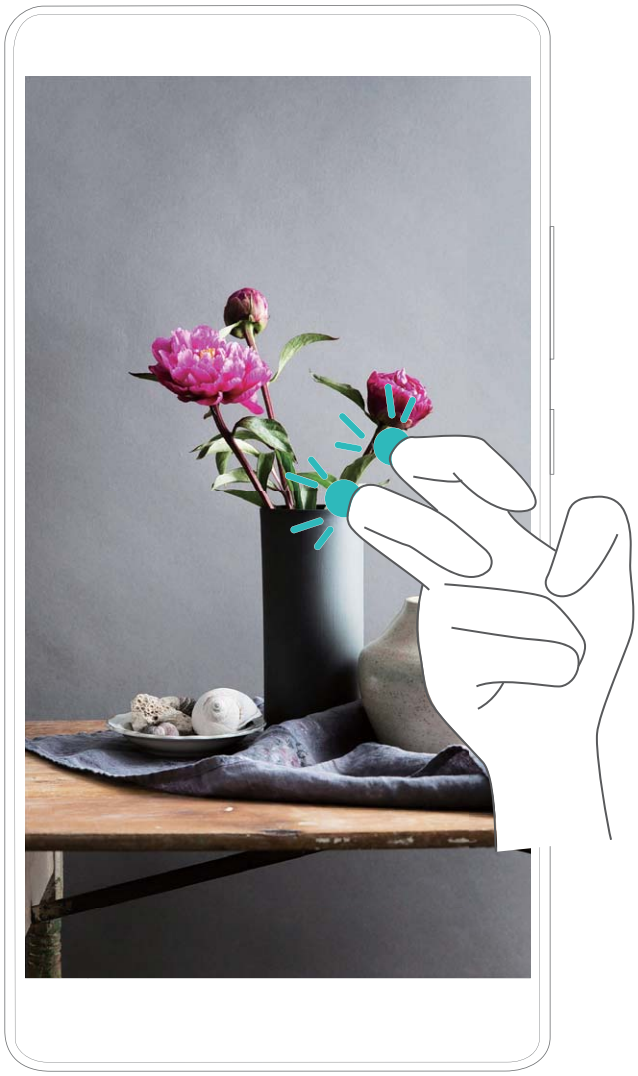
Record Exciting Moments on Your Screen

The screen recording feature comes in handy when you are making tutorial videos or if you want to record your gaming exploits to share with your friends using your Phone.

- Screen recording will end if you make or answer a call.
- If you are using the sound recording function of your Phone before screen recording, **Enable microphone** is disabled by default.
- If you have enabled **Enable microphone**, your device will record all ambient sounds in the recording. It is recommended that you record your screen in a quiet environment.

Use shortcut to start recording: Swipe down from the status bar to open the notification panel, and then touch to start recording the screen. You can enable or disable **Enable microphone** based on your needs. To end the recording, touch in the upper left corner of the screen.

Use key combination to start recording: Simultaneously press and hold the **Power** button and the **Volume up** button to begin recording. You can enable or disable **Enable microphone** based on your needs. To end the recording, simultaneously press and hold the **Power** button and the **Volume up** button again.



Use knuckle to start recording: Knock the screen twice in quick succession with two knuckles to start recording. You can enable or disable **Enable microphone** based on your needs. To end the recording, gently and rapidly knock the screen twice with two knuckles again.

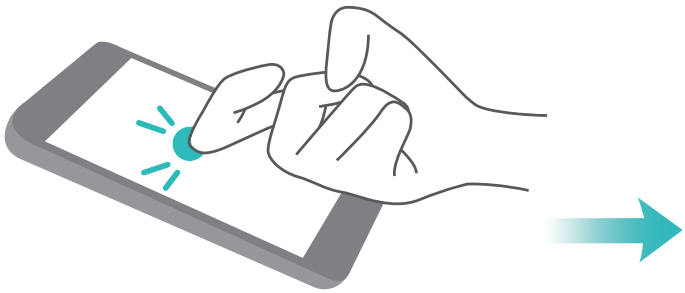
You can view your screen recordings in **Gallery**.

Take a Screenshot of Your Entire Screen

Use combo key to take screenshot: Simultaneously press and hold the Power button and the Volume down button to take a screenshot of the full screen.

Use shortcut switch to take screenshot: Swipe down from the status bar and open the shortcuts panel, then touch to take a screenshot of the full screen.

Use knuckle to take screenshot: Use a knuckle to gently double-tap the screen in quick succession to take a screenshot of the full screen.



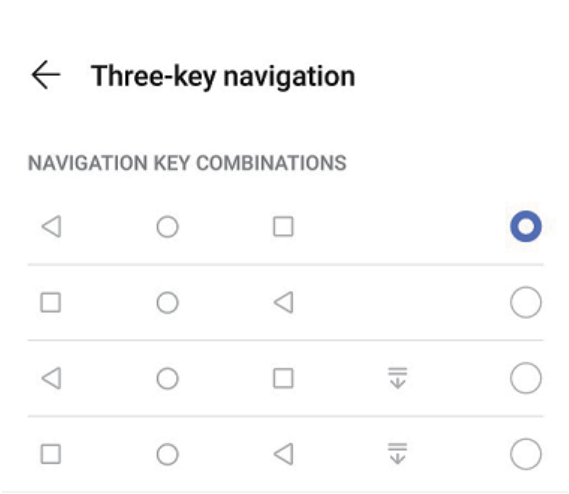
Home Screen

Navigation Bar

Configure Your Navigation Bar Layout

Using the navigation bar, you can conveniently access the home screen, return to the previous page, exit an app, or view recent apps used.

To configure your navigation bar layout, touch **Settings**, then go to **System** > **System navigation** > **Three-key navigation** > **Settings**, and select the navigation key combination and enable or disable **Hide navigation keys** based on your usage habits.



- **Back key:** Touch to return to the previous page or exit an app. Touch to close the onscreen keyboard when inputting text.
- **Home key:** Touch to return to the home screen. Touch and hold to display the HiVoice icon and swipe upwards on the icon to enable HiVoice features.
- **Recent key:** Touch to open a list of recently used apps. Touch and hold to enable split screen mode.
- **Downward swipe notification key:** Touch to open the notification panel.

Use the Recent Key to Manage Background Apps

If you want to quickly switch to a recently used app, you might try using the Recent key. The Recent key can help you quickly switch between several recently used apps. You can also use it to close your background apps to increase your Phone's operating speed.

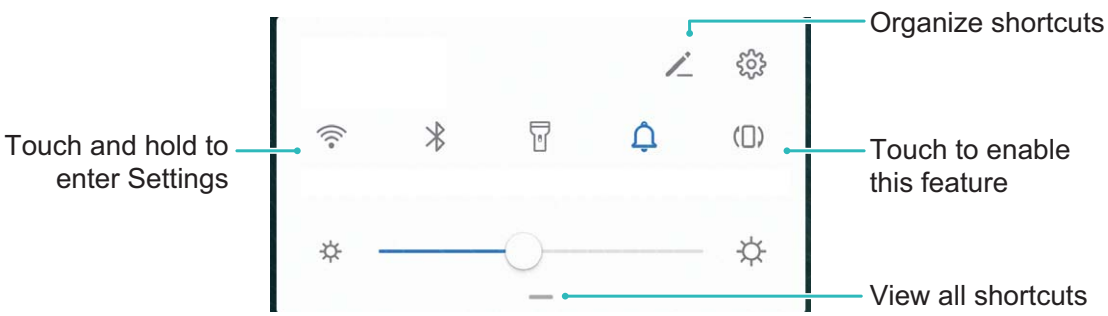
Touch . You can view, switch to, close, or lock recently used background apps:

- **View recently used apps**: Recently used apps will be displayed on the screen and you can check them by swiping left or right.

- **Switch to a recently used app**: Swipe left or right on the screen to find the app you want to use, and touch the app tab.
- **Close an app**: Swipe up on an app tab to close the corresponding app.
- **Close all apps**: Touch to close all apps.

Use Shortcut Switches to Quickly Enable Frequently Used Features

Want to quickly enable or disable mobile data or hotspot? You can enable frequently used features by using shortcut switches.



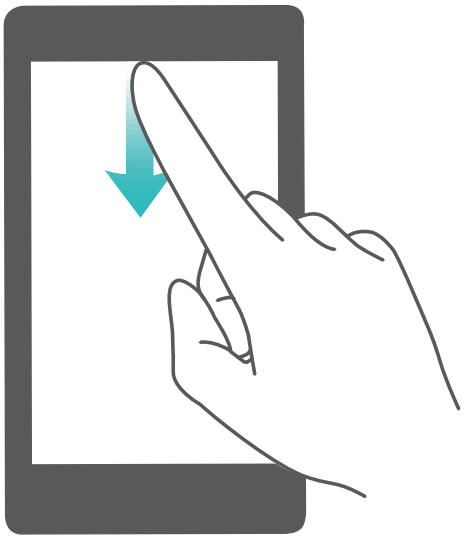
Notification Panel and Status Bar

Open the Notification Panel to Get Important Information

Want to ensure that you do not miss out on any important notifications? From your Phone's status bar, you can view real time notification information and your device's operating status.

When there is a notification reminder, you can turn on the screen and swipe down from the status bar to view the notification. You can access notification and status bar settings in the following ways:

Access notification panel when the screen is unlocked: Swipe down from the status bar to open the notification panel. You can turn on or off shortcut switches, or touch notifications to view the details.



Want the notification and status bar to display only the number of notifications or to display no notifications? Touch **Settings**, and go to **Notifications** > **More notification settings** > **Notification method**. Then, select **Numbers** or **None** as required.

Disable Disruptive App Notifications

Find it annoying to receive so many different types of app notifications? You can set and disable app notifications to prevent this from happening.

Open **Settings**, and go to **Notifications**. You can:

- **Disable push notifications from an app**: On the **Notifications** screen, find and touch the desired app, and then turn off .
- **Prevent all apps from pushing notifications**: Touch **Batch management**, and then turn off **All**.

Customize Notifications

Not a fan of the default notification reminders? You can customize your notification reminders so that you get your notifications the way you want them.

Open **Settings**, then go to **Notifications** > **More notification settings**. From here, you can:

- **Enable Notifications turn on screen**: Enable **Notifications turn on screen**. When your Phone screen is off, it will turn on when a notification is received.
- **Set Pulse notifications light**: Turn on **Pulse notification light**, and the notification light will flash whenever you receive new notifications.
- **Set notification method**: Touch **Notification method**. Depending on your preferences, you can select **Icons**, **Numbers**, or **None**.

Screen Lock and Unlock

Set a Lock Screen Password to Protect Your Privacy

Your Phone stores a lot of sensitive information, such as personal photos, contact information, banking apps (for example, Alipay). Set a lock screen password so that a password is required each time you unlock your Phone. A lock screen password helps to protect your private information if your Phone is lost or accessed by an unauthorized user.

Set a lock screen password: Open **Settings**, go to **Security & privacy** > **Lock screen password**, and set the type of lock screen password you prefer.

- **Set a PIN**: A PIN number is a sequence of digits. Entering a PIN to unlock your Phone is quick and simple. For better security, use a long sequence of random numbers as your PIN. Go to **Set lock screen password**, follow the prompts to set up a PIN. Alternatively, touch **Change unlock method**, and set **4-digit PIN** or **Custom PIN**.
- **Set a pattern**: Unlock your Phone by drawing a preset pattern on the screen. For better security, use a pattern that includes overlapping line segments. Go to **Set lock screen password** > **Change unlock method** > **Pattern** and draw the same pattern twice. The pattern must connect at least 4 dots.
- **Set a password**: A password made up of numbers, letters, and special characters is more secure than a PIN or pattern. For better security, use a password with 8 or more characters that includes numbers, letters, and special characters. Be sure to memorize the password so that you don't get locked out of your Phone if you forget it. Go to **Set lock screen password** > **Change unlock method** > **Password**, follow the prompts to set up a password.
- **Unlock your device using a smart band**: If your device supports unlocking with a smart band, the screen will automatically light up when the band comes within 80 cm of your device. Swiping on the screen of your Phone will instantly unlock the device. Touch **Smart unlock**, and follow the onscreen prompts to complete the setup.
- **Unlock your device using a fingerprint**: If your device supports fingerprint unlock, this is the recommended unlock method. Using a fingerprint is a secure and quick way to unlock the device. After setting a lock screen password, touch **Enroll** in the dialog box that pops up and follow the onscreen prompts to enroll your fingerprints.
  - **For security reasons, please do not disable the lock screen password:** A lock screen password prevents unauthorized access to your device. For the security of your device, do not select **Disable lock screen password** as the screen lock method.
  - **Regular password prompts help you to remember your password:** If you have not entered your screen lock password for 3 days, the system will require that you enter the password to unlock your device.

Lock the Screen to Quickly Secure Your Phone

If you don't use your Phone for a set period of time, the screen will turn off and lock. As long as the screen stays on, you can use your Phone without needing to unlock the screen. Lock your screen when you are not using your Phone to protect your privacy and prevent mistaken inputs.

Set a lock screen password to help protect your privacy. You can lock your device in the following ways:

Lock the screen instantly with the Power button: Press the **Power button** to lock the screen at any time.

Lock the screen with one-touch screen lock: Pinch two fingers together on the home screen to enter the editing screen. Touch **Widgets** > **Screen Lock** and add the **Screen Lock** widget to your home screen. This helps reduce wear and tear on your power button. After leaving the home screen editing mode, touch the **Screen Lock** widget to instantly lock your screen. To lock your screen this way, first switch to the home screen page where the **Screen Lock** widget is located.

You can swipe up from the bottom of the Magazine unlock screen to display the Magazine unlock shortcut panel and use widgets such as recorder, calculator, and flashlight.

Home Screen Management

Manage Home Screen Icons

Is your home screen cluttered with app icons? You can move or delete icons from the home screen or sort and move them to folders for more convenient use.

Move a home screen icon: From the home screen, touch and hold an app icon until your Phone vibrates, then drag it to any position on the home screen.

Delete an app: From the home screen, touch and hold the icon of the app you want to uninstall until your Phone vibrates, and then touch **Uninstall**. Follow the onscreen prompts to delete the app.

To ensure that the system runs normally, some preinstalled system apps cannot be uninstalled.

Create a folder: From the home screen, touch and hold an app icon until your Phone vibrates, then drag it on top of another icon. The two icons will now be placed in a new folder.

Delete a folder: Open the folder, touch +, deselect all the apps, then touch **OK**. The folder will be deleted automatically and all the app icons in the folder will be moved to your home screen.

Rename a folder: Open the folder, touch the folder name and enter a new name.

Add or remove app icons from a folder: Open the folder, touch +, select or deselect apps and then touch **OK**. The selected app icons will be automatically added to the folder while the deselected apps will be removed from the folder.

Another way to remove an app icon from a folder is to touch and hold the icon in the folder until your Phone vibrates, and then drag it to the home screen.

Manage Your Home Screen

Too many icons on your home screen? You can add a new page to your home screen and customize it to your liking.

Touch and hold an empty area on the home screen to enter home screen editing mode. You can do the following:

- **Add a new screen page**: Touch + at the left or right side of the screen to add a new screen page.
- **Delete an empty screen page**: Touch × to delete the page.

  Screen pages with app icons or widgets on them cannot be deleted.

- **Modify screen page order**: Touch and hold the screen page you want to move, then drag it to the desired position.
- **Set a default home screen page**: Touch in the upper part of the home screen to set the selected screen page as your default home screen page.

Set Your Home Screen Wallpaper

Tired of default wallpapers? Set a photo you like as your home screen wallpaper to personalize your home screen.

Open **Settings**, and then go to **Home screen & wallpaper** > **Wallpaper**. You can:

Set a picture as your home screen wallpaper: Touch **Gallery** or select a preset wallpaper in your device, and follow the onscreen instructions to select **Lock screen**, **Home screen** or **Both**.

Set a photo as your wallpaper from Gallery: Have a great photo you want to set as your wallpaper? In **Gallery**, open the photo that you like, go to > **Set as** > **Wallpaper**, and follow the onscreen instructions to set the photo as your home screen wallpaper.

Manage Your Home Screen Widgets

Want to quickly add widgets such as screen lock, weather, notepad, clock, contacts, or calendar to your home screen? You can add, move or delete home screen widgets to tidy up your home screen and ease your usage experience.

Add widgets: Touch and hold an empty area on the home screen to enter home screen editing mode. Touch **Widgets**, touch and hold a widget and drag it to an empty area on the home screen, or touch the widget you want.

Check that there are enough empty spaces on the home screen for the widget. If there is not enough space, add an empty screen page or free up some space on the current home screen page.

Delete widgets: Touch and hold a widget on the home screen until your Phone vibrates, and then select **Remove**.

Move widgets: Touch and hold a widget on the home screen until your Phone vibrates. Drag the widget to any position on the screen.

Use App Drawer to Store Apps

Want to store your apps in one location on your home screen to make your home screen look cleaner? You can enable app drawer on your home screen to store all your apps and free up space on your home screen.

Open **Settings**, go to **Home screen & wallpaper** > **Home screen style**, and select **Drawer**. If you want to switch back to a standard home screen, select **Standard**.

Add an app icon from app drawer to the home screen: After you enable app drawer, touch on the home screen to enter the app list. From the app list, touch and hold the app icon that you want to add until your Phone vibrates, and then drag it to the desired position on the home screen.

Contacts

Managing Business Cards

Scan Business Cards to Add Them to Contacts

Open **Contacts**, go to **Business cards** > **Scan**, and you can:

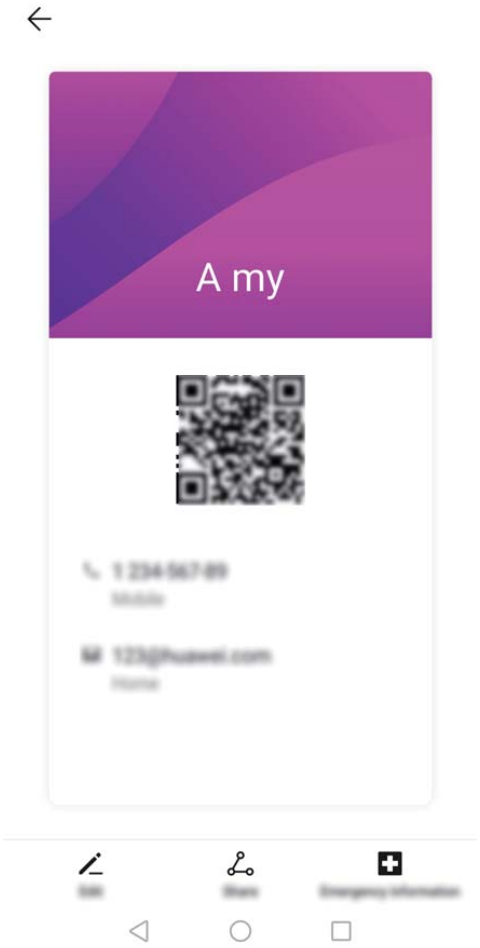
- **Scan a single business card**: Place the business card on a flat surface and adjust the camera's focus frame so that the contents on the business card are clearly displayed in the viewfinder, then touch .

- **Scan multiple business cards**: Switch to **Multiple** mode and follow the onscreen instructions to capture multiple business cards.

The information on the business cards will be automatically converted into contact information and saved in **Business cards** in your Phone.

To view a business card you have saved, open **Contacts**, select scanned contacts, then go to **Details**.

Share Contacts Using Electronic Business Cards



Share your business card: Open **Contacts** and touch **My card** to set your profile picture and enter your name, work address, telephone number, and other information. Then touch ✓ and your device will automatically generate your QR code business card. You can share your business card directly using the QR code. Alternatively, touch , select a sharing method, and follow the onscreen instructions to share.

Share contacts: Open **Contacts**, select the contact you want to share, and touch the QR code icon in the upper right corner to share the contact using the QR code. You can also touch **Share**, select a sharing method, and follow the onscreen instructions to complete the sharing process.

If the other party's device supports QR code analysis, they can directly take pictures of or scan QR codes to add contacts.

Search Contacts

Open **Contacts**, in the contacts list, you can use the following search methods:

For most accurate search results, ensure your device is displaying all contacts. On the contacts list screen, go to ⋮ > **Settings** > **Display preferences**, and touch **All contacts**.

- Drag the index on the side to quickly scroll through the list.
- In the search bar at the top of the contacts list, enter the contact name, initials, telephone number, or email address, and the search results will be displayed below the search bar. You can also enter

multiple keywords for your search, such as "John London", and the system will quickly find all matching contacts.

If an error occurs while you're searching for a contact, on the contacts list screen, go to ⋮ > **Settings** > **Organize contacts**, and then touch **Rebuild index data** > **OK**.

Managing Contacts

Manage Your Contacts

The Contacts app gives you a host of features for managing your contacts. You can simplify your contacts list, choose to only view contacts on your Phone or SIM card, and easily find your frequent contacts.

Merge duplicate contacts: If there are duplicate contacts in your contacts list, you can use the **Merge duplicate contacts** function to merge them. From the contacts list, go to ⋮ > **Settings** > **Organize contacts** > **Merge duplicate contacts**, select the contacts you want to merge, and then touch **Merge**.

Display contacts for different accounts: Want to only view contacts on your Phone or SIM card? Go to ⋮ > **Settings** > **Display preferences**, and select the accounts that you want to display. You can also:

- **Enable Simple layout**: Want to hide the profile pictures, companies, and titles in the contacts list? From the contacts list screen, go to ⋮ > **Settings** > **Display preferences**, and enable **Simple view**.
- **View contact storage space**: Want to check your contact storage space? From the contacts list, go to ⋮ > **Settings** > **Display preferences**. In the **Accounts** field, you can see the available and total storage space of your SIM card.

Add contacts to Favorites: Tired of constantly searching through your contacts for a particular entry? You can Favorite your frequent contacts for quick and easy access. From your Contacts list, touch the entry you want to Favorite, then touch **Favorite** to add it to the Favorites screen.

Manage Contact Groups

Want to send a message to a group of colleagues or host a get-together? Smart groups automatically groups your contacts by company, city, and most recent contact time, so you can quickly send a group email or message.

Create a contact group: From the groups list, touch +, enter the group name (such as Family or Friends), and then touch **OK**. Follow the onscreen instructions to add contacts, and then touch ✓.

Send a message to smart group contacts: From the groups list, from the **Smart groups** section, open a group and touch 💬 to send a message or ✉ to send an email.

Edit a group: From the groups list, select the group you want to edit and touch + to add a contact, or touch ⋮ for **Remove members**, **Group ringtone**, **Delete group** or **Rename**.

Delete a group: From the groups list, touch and hold a group, and then touch **Delete**.

Add Contacts to the Blacklist

You can add contacts to the blacklist to avoid receiving harassing or spam calls from them.

Open **Contacts**, touch the contact you want to add to the blacklist, and then go to ⋮ > **Block contact**. Your device will block all calls and messages from contacts in the blacklist.

View blacklisted contacts: Open **Phone Manager**, go to **Blocked** > ⚙, and then touch **Blacklist** to view the blacklist.

Remove a contact from the blacklist: Open **Contacts**, touch the contact you want to remove from the blacklist, and then go to ⋮ > **Remove from blocklist**.

Erase Call and Message Records

Use Erase traces to erase call and message records for a contact to protect your privacy.

Open **Contacts**, select a contact with a call record, and go to ⋮ > **Erase traces** > **Erase**. After that, all of your call and message records for that contact will be erased.

Merging Third-party App Contacts

Associate Contact Information with Your Social Account

What does each contact in your Phone do? What are their emails? What are their job titles? You can use third-party social media apps (such as LinkedIn) to find out more information about your contacts.

Associate LinkedIn account: Open **Contacts**, go to ⋮ > **Settings** > **Associate LinkedIn account** and follow the onscreen instructions to log in to your LinkedIn account. Once logged in, your Phone will automatically update your local contacts information. To sync all your LinkedIn contacts information, from **Contacts** in LinkedIn settings screen, go to **Sync LinkedIn contacts** > **All LinkedIn contacts**, and select **Sync** or **Auto-update LinkedIn**.

View contacts information provided by LinkedIn: Open a LinkedIn contact and touch **View LinkedIn profile online**.

Disassociate LinkedIn contacts: Go to **Contacts** > ⋮ > **Settings** > **LinkedIn**, and select **Disassociate**.

Dialing

Basic Calling Functions

Make Calls

On the dialer screen, enter part of the telephone number or the first letter or pinyin initials of the contact's name. Your Phone will automatically search for the relevant contacts.

Open **Dialer**. From the keypad screen, enter the phone number, first letter, or pinyin initials of the contact's name (for example, enter jl for John Lennon). Your device will automatically search Contacts and call logs. Touch the contact you want to call from the list. If it is a dual SIM device, touch or to make the call. You can check your contact's status (such as ringing) on your screen. Touch to hang up.

After you copy a phone number that you want to dial, the system prompts you to paste the number when you enter the dialer screen.

Press the power button to hang up: Accidentally dialed the wrong number and hid the calling screen, and want to hang up quickly? You can set **Power button ends call**. On the **Dialer** screen, go to > **Settings** > **More**, and enable **Power button ends call** to quickly hang up calls.

Make Emergency Calls

In an emergency situation, if your Phone is powered on and within the service area, you can make emergency calls even if the screen is locked or there is no mobile reception.

The emergency call feature is subject to your local regulations and Internet service provider. Network issues or environmental interference may lead to failed emergency calls. In emergency situations, do not rely on your Phone as your only method of communication.

Open **Dialer** or touch **Emergency** on the lock screen, enter the local emergency number on the dialer, and then touch . If your location has strong mobile reception, your location will be obtained and displayed on your screen for reference.

Enable Call Waiting to Never Miss Important Third-Party Calls

Receiving an incoming call while you're already on a call? Call waiting allows you to answer the new call and then switch between the two calls.

Some carriers may not support this feature.

Open **Dialer**, go to > **Settings** > **More**, and enable **Call waiting**. When receiving another call, touch to answer the call and place your first call on hold. Touch or the call on hold in the call list to switch between calls.

Enable Call Forwarding and Never Miss a Call

If you are unavailable to answer calls, you can set your device to forward calls to another number.

Some carriers may not support this feature.

Open **Dialer**, and go to > **Settings** > **Call forwarding**. If you have a dual-SIM device, in the **SIM 1** or **SIM 2** section, touch **Call forwarding** and select a forwarding method. Enter the number you want to forward your calls to, then confirm. When call forwarding is enabled, your device will automatically forward eligible calls to the preset number.

Delete Call Logs

You can delete call logs that you no longer need.

Open **Dialer** and touch to hide the dialpad. You can now perform one of the following:

- **Delete a single record**: Touch and hold an entry, then touch **Delete entry**.
- **Delete multiple records**: Go to > **Delete multiple entries**, select the entries you want to delete or **Select all**, then touch .

Activate International Roaming for Borderless Communication

When you travel abroad for work or a holiday, you can make calls when your Phone is roaming without having to dial the country code.

1 Contact your carrier to activate the international call or roaming service.

2 Open **Dialer** or **Contacts**, and make a call.

VoLTE

VoLTE: Make Calls and Use Data at the Same Time

VoLTE (Voice over LTE) allows both call and data services to be carried on the same 4G network, which means you can use the Internet even while making calls. VoLTE also provides you with shorter call connection times and higher quality voice and video calls.

Both of your Phone's SIM card slots support 4G, VoLTE, and VoWiFi, so there is no need to switch SIMs back and forth.

- **Dual 4G**: Both of your Phone's SIM card slots support 4G.
- **Dual VoLTE**: Both of your Phone's SIM card slots support VoLTE, allowing you to use the Internet while making HD calls.
- **Dual VoWiFi**: Both of your Phone's SIM card slots support VoWiFi, which allows calls to be made using Wi-Fi. You can use VoWiFi to make calls even in Airplane mode.

Some carriers may not support this feature.

Enable VoLTE to Enjoy HD Calls

- Some carriers may not support this feature.
- Only dual-SIM phones support both SIM card slots enabling 4G, VoLTE, and VoWiFi.

Open **Settings**, and go to **Wireless & networks** > **Mobile network**. In the settings section for SIM 1 or 2 (if supported by your carrier network), you can:

- **Enable 4G**: Turn on **4G**. Due to carrier customization, there may not be a **4G** switch on your device. This indicates 4G is already enabled and does not need to be turned on manually.
- **Enable VoLTE calling**: Turn on **VoLTE HD calls**.
- **Enable Wi-Fi calling**: Turn on **Wi-Fi calling**.

After the setting is complete, select the contact you want to call and touch to make a video call.

You can also touch on the screen during a voice call to switch to a video call.

Camera

Basic Camera Functions

Use Basic Camera Features

Understand your camera's basic features to help you take better pictures.

Basic photo mode: Open **Camera**. In the viewfinder, touch to take a photo.

Select a camera mode: Open **Camera**. In the viewfinder, choose a camera mode from the preinstalled ones.

Zoom your camera in or out: From the viewfinder, touch the screen with two fingers and pinch them together to zoom out or move them apart to zoom in. If you zoom in beyond your camera's optical zoom limit, the image quality will decrease. After you touch the screen with two fingers and zoom in or out, a zoom bar will appear on the side of the screen, with which you can also zoom your camera in or out.

Adjust your camera's exposure: Your camera will adjust its exposure automatically depending on the ambient light level. Increasing the exposure will make pictures appear brighter whereas decreasing the exposure will make pictures appear darker. You can adjust the exposure manually from the viewfinder by touching the screen and dragging the icon up or down.

Enable or disable flash: Flash is used to provide extra lighting for taking photos in low light conditions. From the viewfinder, touch to select one of the following flash modes:

- **Auto**: The camera automatically enables or disables flash depending on the ambient light level.
- **Off**: Disable flash.
- **On**: Enable flash.
- **Always on**: Flash is always on while you are in the viewfinder.

Capture smiles automatically: From the viewfinder, touch , and enable **Capture smiles**. The camera will now take a photo automatically when it detects a smile in the viewfinder.

Mute shooting: From the viewfinder, touch , and enable **Mute**.

Enable geolocation: Your geographic location will be recorded when you take a photo, and this allows you to search through your pictures by location. From the viewfinder, touch , and enable **GPS tag**.

Use Camera to Record Videos

Besides taking pictures, you can also use the camera to capture high resolution videos with sound.

Record a video: Open **Camera** > **Video**, touch to start recording a video.

Take a picture while recording a video: You can touch to take a picture when recording a video.

Zoom your camera in or out: From the viewfinder, touch the screen with two fingers and pinch them together to zoom out or move them apart to zoom in. If you zoom in beyond your camera's optical zoom limit, the image quality will decrease. After you touch the screen with two fingers and zoom in or out, a zoom bar will appear on the screen, with which you can also zoom your camera in or out.

Turn on flashlight: When recording a video in low light conditions, you can touch and select to turn on the flashlight.

Adjust Camera Settings

On the Camera setting screen, you can adjust a variety of camera settings, modes, and specifications to suit your needs.

Capture smiles automatically: From **Settings**, enable **Capture smiles**. The camera will now take a picture automatically when it detects a smile in the viewfinder.

Mute photography: From the **Settings** screen, enable **Mute**.

Use Assistive Grid to Compose Your Photos

Ever get annoyed that your photos turn out looking skewed or the subject always seems to be off-center? You can use your camera's assistive grid feature to help you line up the perfect shot.

To select an assistive grid, open **Camera** and touch to enter **Settings**. Then touch **Assistive grid** and select the type of grid or lines you want to use.

Rule of thirds composition method: Use either **Grid** or **Phi grid**. The four intersection points in the grid are the focus areas of the picture. Place the subject of your photo on one of the intersection points to achieve a good composition.

Spiral composition method: Use either **Fibonacci spiral (left)** or **Fibonacci spiral (right)**. Place the subject of your photo within the center of the spiral.

Use Portrait Mode to Take Stunning Portraits

Want to make your selfies or group shots even more beautiful? Portrait mode provides you with customized options to make every photo beautiful and memorable.

Enable Portrait mode and make your photos shine: Open **Camera** > **Portrait**, and you can set the following parameters to make your photos shine. After making the adjustments, touch to take photos.

- **Blurred effect**: If there is a light source in the background, touch the icon.

  When the ambient light is not low, a light source (such as neon light and street light) in the background will produce an ideal blurred effect.

- **Stage lighting**: Touch the icon in the viewfinder and select a stage lighting effect.

  Taking a photo from far away will reduce the lighting effect.

- **Beauty effect**:

  - **When using the rear camera**: Touch in the viewfinder and drag the slider left or right to adjust the beauty level. A larger **Beauty level** value produces more distinct beauty effect.
  - **When using the front camera**: Touch in the viewfinder. A larger value produces more distinct beauty effect.

To disable these beauty effects, touch the icon in the viewfinder and set each parameter to its lowest value.

Use AR lens to Add Effects to Your Photos

Tired of taking boring pictures? You can use **AR lens** to add a variety of stickers or change the background of your photos to make them look more interesting.

Open **Camera** > **AR lens**.

There are several effects to choose from to make your photos stand out:

- **3D Qmoji**: Touch **3D Qmoji**, and select an animated Qmoji. The Qmoji will then mimic and act out your facial expressions and actions accordingly. Touch to record, or touch GIF and then touch and hold to create your own personalized Qmoji.
- **Adding customized effects for your photos or videos**: Touch **Gesture effects**, and then touch , , or . Then follow the onscreen instructions to add customized backgrounds to your photos or videos.
- **Adding effects to your photos or videos**: Touch **Effects** and select an animated sticker. Then touch to take a photo with the selected sticker, or touch to shoot a video with the selected sticker. Some animated stickers have sound effects that will be automatically added to the video.
- **Changing photo or video background**: Touch **Backgrounds**, select a background, and then touch to take a photo with the selected background. Alternatively, touch to record a video with the selected background. Some animated backgrounds have sound effects that will be automatically added to the video.

  You can also touch to add your favorite pictures in **Gallery** to **Backgrounds**. **Backgrounds** is supported only by the front camera.

Touch to add beautification effects and adjust the beauty level.

Use Wide Aperture Mode to Highlight Your Shooting Subjects

Wide aperture mode produces photographs with a shallow depth of field. This creates a blurred background that lends greater emphasis to the photo's subject.

Take a wide aperture photo: Go to **Camera** > **More** > **Aperture**. When shooting, touch the screen to select a focal point, and then touch to take the photo.

- For optimal results, ensure that the subject is positioned no more than 2 m away from the camera.
- Touch and swipe left or right on the slider to adjust the aperture level. The smaller the aperture value, the more blurred the background will appear.

Panorama

Use Panorama Mode to Take Panoramic Selfies

Want to fit more friends or scenery in a selfie? Use Panorama to take selfies with a wider field of view.

1. Open **Camera** and touch to switch to the front-facing camera.
2. Go to **More** > **Panorama**.
3. Hold your Phone steady and touch to take the first picture.
4. Follow the onscreen instructions and pan your Phone horizontally until the blue frame overlaps with the square screen frame. Your camera will automatically take another picture.
5. Follow the onscreen instructions again and pan your Phone in the opposite direction until the blue frame overlaps with the square screen frame. Your camera will automatically take the last picture.
6. Once complete, the camera will automatically combine the three pictures into a wide-angle 3D selfie.

Use Panorama Mode to Take Panoramic Photos

Panoramas provide a wider viewing angle than ordinary photos, letting you take sweeping landscape shots.

To capture a panorama shot, the camera takes multiple photos of objects within our visual field and stitches them together into a single photo.

When taking a panorama, find a wide, open space that is some distance away from the subject and try to avoid backgrounds that are all in one color.

1. Go to **Camera** > **More** > **Panorama**.

2 Touch at the bottom of the screen to configure the shooting direction.

3 Hold your Phone steady, and then touch to start shooting. Slowly move the Phone in the direction indicated, holding the device steady and ensuring that the arrow stays level with the center line.

4 Touch when you are finished. The camera will automatically stitch the photos together to create a panorama.

Use 3D Panorama to Take 360-degree Photos

Try the 3D panorama function to capture a 360-degree view of a scene or person.

- **Shooting objects**: Go to **Camera** > **More** > **3D panorama**. Touch and hold , then follow the onscreen prompts to slowly move your Phone around your subject in one direction. Release to stop shooting. After shooting, touch the camera thumbnail, and then touch 3D above the photo to generate a 3D panoramic photo.

- **Shooting scenery**: Go to **Camera** > **More** > **3D panorama**. Touch and hold , then follow the onscreen prompts to slowly move your Phone around your subject in one direction. Release to stop shooting. After shooting, touch the camera thumbnail, and then touch 3D above the photo to generate a 3D panoramic photo.

After a 3D panorama has been generated, you can tilt your Phone or drag the photo to view the 3D effect.

Pro Mode

Use Pro Mode to Take Scenic Photos

Want to make your scenic photos more vibrant and interesting? Use Pro mode to take unique and personalized scenic photos.

Open **Camera** > **More** > **Pro** to enter Pro mode.

Select a metering mode based on the shooting subject: On the Pro mode screen, touch , and select a metering mode accordingly.

Metering mode	Application scenario
Matrix	Broad landscapes and seas
Center	The subject is in the center of the picture, and stands out from the background.
Spot	The subject to be highlighted in the picture is relatively small, such as a flower or a tree.

Adjust brightness based on the shooting environment:

- **Adjust ISO**: On the Pro mode screen, touch ISO, and swipe left or right on the ISO slider to adjust its value.

  To avoid excessive noises, the recommended ISO is below 400. The recommended ISO for the daytime is between 100 and 200 and above 400 for night scenes.

- **Adjust the shutter speed**: On the Pro mode screen, touch S (shutter speed), slide on the shutter speed slider, and drag your desired speed to the center.

  The recommended shutter speed for static scenes (such as mountains) is between 1/80 and 1/125; and faster (less than 1 second) for moving subjects (such as waves). For the best result, using a tripod when shooting a moving subject.

- **Adjust EV compensation**: On the Pro mode screen, touch EV, slide on the EV slider and drag the selected value to the center.

Adjust AWB: On the Pro mode screen, touch AWB, slide on the AWB slider and drag the selected value to the center.

- When shooting under sunlight, you can select . In a weak light environment, you can select .
- Touch to adjust the color temperature. If you want to give your photo a cozy, nostalgic tone, increase the K value. For a cold, calm or futuristic tone, select a lower K value.

Adjust AF based on the shooting subject: On the Pro mode screen, touch AF, slide on the AF slider and drag your desired mode to the center.

AF modes	Application scenario
AF-S mode	Static scenes (such as mountains).
AF-C mode	Moving scenes (such as flowing water and sea waves).
MF mode	Protruding objects (such as a close-up of a flower).

Hold your device steady when shooting: In Pro mode, touch and enable **Horizontal level**. After this feature is enabled, two horizontal guiding lines will appear in the viewfinder. When the dotted line overlaps with the solid line, it indicates that the camera is horizontally aligned.

Save RAW format pictures: In Pro mode, touch > **Resolution**, and enable **RAW format**. After this function is enabled, pictures taken in Pro mode will be saved in both RAW and standard JPG formats.

- Some settings in Pro mode may change after you change a setting. You may adjust them based on your actual needs.
- The recommended settings above are for reference only. You may adjust them based on the actual condition to achieve your desired effect.

Use Pro Mode to Capture Portraits

Want to take more professional portraits? The Pro mode allows you to adjust your camera settings to shoot professional portraits.

Open **Camera** > **More** > **Pro**.

Select a Metering mode: or mode is recommended for taking portraits. Place your shooting subjects (their faces for example) in the center of the viewfinder.

Adjust brightness based on the shooting environment

- **Adjust ISO**: To avoid excessive noises, it is recommended that you adjust the ISO to a low level when shooting portraits. You may adjust the ISO based on the actual shooting environments.

Shooting Environment	Recommended ISO
Outdoors	**Between 100 and 200**

Indoors	**Around 400**
Night scenes	**Between 400 and 800**

- **Adjust shutter speed**: The shutter speed should be slow if the ambient light is low and fast when the ambient light is strong. The recommended shutter speed for static portraits is between 1/80 and 1/125. To shoot moving subjects, select a shutter speed at or above 1/125.
- **Adjust EV compensation**: You may increase the EV compensation if the light on the subjects or background is low, and decrease the EV compensation if there is too much light.

Adjust AWB: Select AWB depending on the lighting conditions. When shooting under sunlight, you can select . In a low light environment, you can select .

Adjust Focus: To better highlight a subject, it is recommended that you use manual focus (MF) when shooting portraits. In the viewfinder, touch to focus on the part (the subject's face for example) you want to highlight.

- In Pro mode, some settings may change after you change a setting. You may adjust them based on your actual needs.
- The recommended settings above are for reference only. You may adjust them based on the actual usage conditions to achieve your desired effect.

Light Painting Mode

Light Painting: Shoot Light Trails

Light painting mode automatically sets a slow shutter speed to take long-exposure shots of light trails. This mode produces stunning photos that have an ethereal quality.

Light painting mode offers four creative shooting modes for different subjects and light conditions:

- **Traffic trails**: Captures light trails created by cars at night.
- **Light graffiti**: Captures trails created by a moving light source in low-light conditions.
- **Silky water**: Captures silky-smooth photos of waterfalls and flowing water.
- **Star trails**: Captures stunning photos of star trails in the night sky.

Use Tail Light Trails to Capture the Lights of the City

Tail light trails lets you create artistic photos of car tail lights at night.

- Shoot from a distance and slightly above your subject for best results. Ensure that car headlights do not point directly at the camera, as this can overexpose the image.
- Place your device on a tripod or solid surface so that it does not move during the exposure.

Open **Camera** > **More** > **Light painting** > **Traffic trails**. Hold your Phone steady, and then touch to start shooting. A preview of the image is displayed in the viewfinder. Touch when you are finished.

Use Light Graffiti to Create Light Patterns

Light graffiti lets you create patterns or write words by moving a light source in front of the camera.

- Find a dark location away from other light sources and ensure that the subject's silhouette is not visible. Choose a suitably bright light source of an appropriate color, such as a small torch or glow stick.
- Place your device on a tripod or solid surface so that it does not move during the exposure.

Open **Camera** > **More** > **Light painting** > **Light graffiti**. Hold your Phone steady, and then touch to start shooting. A preview of the image is displayed in the viewfinder. Touch when you are finished.

Use Silky Water to Capture Rivers and Waterfalls

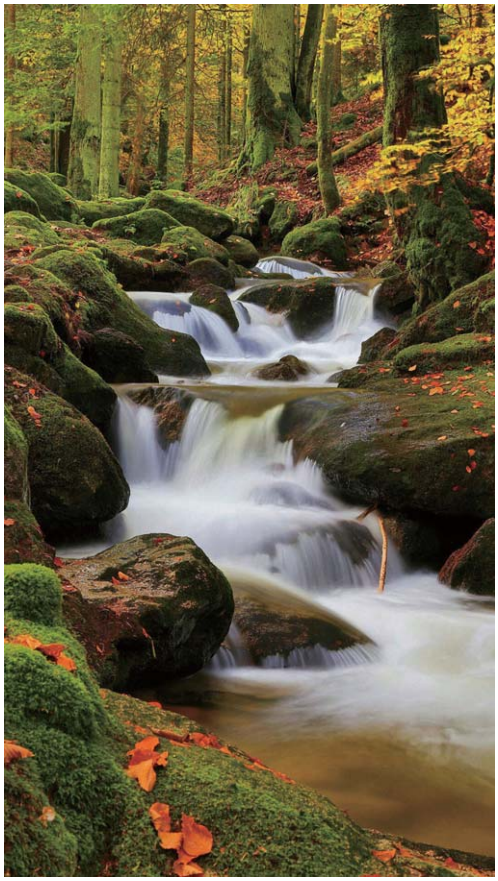
Silky water lets you capture silky smooth photographs of waterfalls and rivers.

- For better results, find a stream or waterfall with lots of water.
- Place your device on a tripod or solid surface so that it does not move during the exposure.

1 Open **Camera** > **More** > **Light painting** > **Silky water**.

2 Hold your Phone steady, and then touch to start shooting.

3 A preview of the image is displayed in the viewfinder. Touch when you are finished.



Use Star Track to Capture the Beauty of Stars

Star track lets you use your camera to capture the movement of stars in the night sky.

- For best results, choose a location free of light pollution with an unobstructed view of the sky, and on a clear night.
- Place your device on a tripod or solid surface so that it does not move during the exposure.

1 Open **Camera** > **More** > **Light painting** > **Star trails**.

2 Hold your Phone steady, and then touch to start shooting.

3 A preview of the image is displayed in the viewfinder. Touch when you are finished.

More Capture Modes

Use Time-lapse to Create a Short Video

You can use Time-lapse mode to capture images over a long period of time and condense them into a short video, allowing you to view flowers blooming, cloud movement, city traffic, and the movement of stars in the night sky.

- Avoid recording time-lapse for too long as it will use up your battery power and storage space.
- Use a sturdy tripod to keep your device steady during time-lapse recording.

1. Before starting the time-lapse, ensure that the scene is well lit and the camera is in focus. Position the camera carefully to avoid capturing irrelevant background objects.
2. Open **Camera** > **More** > **Time-lapse**. Touch to start recording.
3. Touch to finish recording.
4. Go to **Gallery** to play your time-lapse video.

   To ensure the best result, the playback speed is decided by the system. You cannot manually adjust the recording speed or the playback speed.

Custom Shooting Modes

Want to discover new ways of using your camera besides the preset functions? You can download or delete shooting modes based on your needs.

Download more shooting modes: Open **Camera** > **More** > **Download** > **More**. Select the shooting modes to download, and touch **ADD**.

Update shooting modes: To update shooting modes, go to the **More** screen. The shooting modes with available updates will have red dots next to them. You can follow the onscreen prompts to update them.

Delete shooting modes: Go to **More** > , and touch to delete unneeded shooting modes.

To ensure that Camera works normally, preset shooting modes cannot be deleted.

Take Moving Pictures

Want to make your photos more interesting and dynamic? Take a moving picture and prolong life's wonderful moments.

With moving pictures, you can record a scene approximately one second before and after the shutter button is pressed. When browsing these pictures in Gallery, you can not only view the static picture taken the moment you press the shutter button, but also play the dynamic picture and sound.

Take moving pictures: Open **Camera**, touch on the top of your screen, then touch to capture.

View moving pictures: The captured moving picture will be saved to **Gallery** in JPG format. Go to **Gallery** > **Albums** > **Camera**. Touch pictures with icon, and touch on the top of the picture to view the dynamic effect. The moving picture automatically stops after a complete playback. You can also touch the screen to stop the playback.

Share Moving pictures: Go to **Gallery** > **Albums** > **Camera**, touch the moving photo you want to share, then touch , select a sharing method and follow the onscreen instructions to complete the sharing.

Moving pictures can be shared directly through Wi-Fi, Bluetooth, Huawei Share, and more. The receiving device must be a Huawei device that supports the capture of moving pictures in order to play the moving photo effects. When you share moving pictures to third-party apps or unsupported devices, the moving pictures will be displayed as static images.

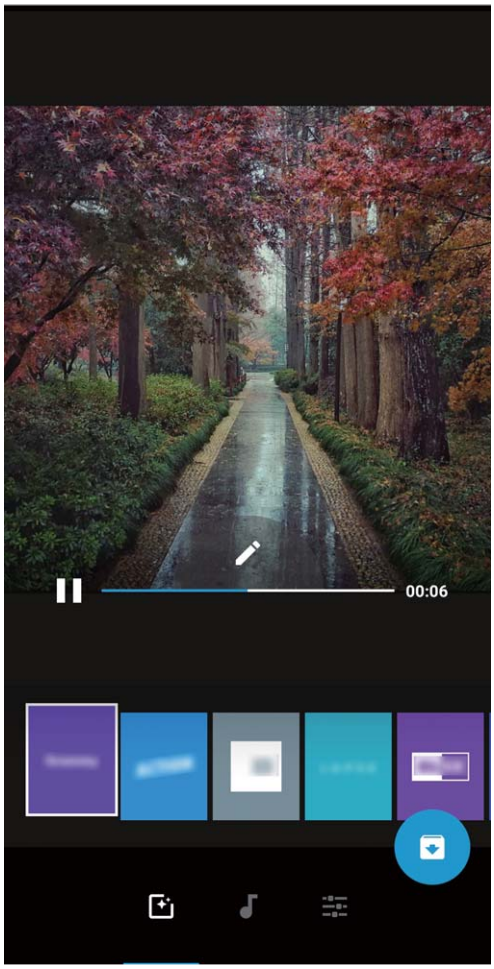
Gallery

Customize Highlights Albums

Want to change the content, such as photos and videos, background music, or video template for your Highlights? You can edit a Highlights album picking out the content, background music, and video template, so you get an album you'll want to show off to friends.

- Your Phone will generate Highlights albums based on the time and location of photos and videos. Before taking a photo, open **Camera**, touch , and enable **GPS tag**.
- Ensure that your Phone is connected to the Internet.
- Your Phone will begin analyzing your photos and generating Highlights albums when its screen is off and the battery is being charged and battery is above 50%. This process takes some time. If there are not enough photos or videos (less than seven photos), a Highlights album will not be generated automatically.

Open **Gallery**. From the **Highlights** tab, touch the Highlights album you want to view or edit. Now you can do any of the following:



- **Play or edit Highlights**: Touch to play the video. You can edit the video template or background music by using the options bar at the bottom of the screen during playback.

- **Add or delete photos and videos in an album**: To add a photo or video to the album, touch and select the item you want to add, then touch . To delete a photo or video from the album, touch and hold it, then touch and **Move**.

  Highlights only supports videos in MP4 format.

- **Share photos and videos in the album**: Touch and hold any photo or video in the album, then touch to select the method for sharing, and follow the onscreen instructions to complete the process.

- **Rename a Highlights album**: Touch > **Rename** and enter a new name.

- **Delete a Highlights album**: Touch > **Delete** and then **Delete**.

Photo Management

Edit Videos

Crop a video: Open **Gallery**, select the video you want to edit, and touch to enter the video editing screen. You can drag the slider in the crop area to select the segment you want to keep, and touch to finish cropping the video.

Adjust the video resolution: As you drag the slider to select the video segment you want to keep, you can touch to preview the cropped video. You can also touch the video resolution options on the editing screen to adjust the video resolution.

The higher the resolution, the clearer the video, but also the greater the storage space required. Choose according to your needs.

AI leading role stories: When a long video contains multiple characters, you need to watch the entire video repeatedly just to find the video segments with the particular character that you are looking for. With the AI leading role stories, it can save you the hassle of sorting through and editing all the clips to create an edited video focusing on the character you select. When your device screen is off and charging with a battery level higher than 50%, the system automatically analyzes characters in the video, and creates an arrangement of the best clips of the character in the video. When you want to view the video again, you can swipe up to view the generated video clips.

Currently, the system can perform this on 15 seconds to 3 minutes long videos.

Adjust Slow Motion Video Playback

Open **Gallery**, select the recorded slow motion video, and touch to play. Touch the screen and drag the slider in the edit area to select the segment you want to play in slow motion.

Edit Photos

Want to edit a picture you just took to make it even better? You can use the Gallery's editing features to crop, rotate, and apply a variety of effects (such as graffiti, personalized watermarks, and filters) to your photos to make them more striking.

Go to **Gallery**, select the photo you want to edit, and touch to enter the photo editing screen. You can use the following features to edit your photos:

- **Rotate a photo**: Touch , and slide the angle dial to customize the rotation angle of the photo. You can also touch **Rotate** or **Mirror** to rotate your photo 90 degrees or flip it.
- **Crop a photo**: Touch , and drag the grid tool box or its corners to make your selection. You can also select a fixed crop ratio and drag the corners of the grid tool to crop the photo.
- **Add filter effects**: Touch , and select a filter effect.
- **Color retention**: Touch , and follow the onscreen instructions to select the colors you want to keep. The areas selected to retain colors will be highlighted.
- **Blur a photo**: Touch , select a blur mode, and drag the slider to adjust the degree of the blur.
- **Adjust photo effects**: Touch to adjust the photo's brightness, contrast, saturation, and other parameters.
- **Beautify a portrait photo**: When the system detects a portrait photo, it will automatically provide you with the **Beauty** feature. You can touch in the photo editing screen to apply features such as **Smooth**, **Blemish**, **Thin face**, and **Enhance eyes** to make your portrait shot more attractive.
- **Create photo mosaics**: Touch , and select a mosaic style and size to create a photo mosaic.
- **Graffiti on photos**: Touch , and select a brush and color to add graffiti to photos.
- **Add watermarks**: Touch , and select a watermark (such as **Time**, **Location**, **Weather**, or **Mood**) to personalize your photos.
- **Add a tag**: Touch , and select an annotation style and font format to enrich your photos.

Browse and Share Photos or Videos

Browsing through old photos or videos can bring back some of your most precious memories. Your photos and videos are stored in your device's Gallery. You can view them by time, location, or by album.

View photos in full screen: Open **Gallery**, and touch a photo to view it in full screen mode. Touch the screen again to hide the menu. When viewing photos in full screen mode, you can:

- **View the basic information about a photo or video**: Swipe up on a photo or video to display its basic information.

- **Zoom in or out on a photo**: Place two fingers on the screen and separate them to zoom in on the photo, or pinch them together to zoom out. If a photo has a higher resolution than that of the screen, after you use two fingers to zoom in on the photo and then lift your fingers off the screen, the photo can be enlarged two times in the maximum.
- **View shooting parameters**: You can touch ⓘ, and swipe up and down on the details window to view the ISO (sensitivity), EV (exposure compensation), resolution, and other detailed shooting parameters of the photo.
- **Rename a photo**: Go to ⋮ > **Rename**, and enter a new name.
- **Set photo as a contact picture or home screen wallpaper**: Go to ⋮ > **Set as**, and set the photo as a **Wallpaper** or **Contact photo**.

Share a photo or video: Open **Gallery**, press and hold any item to enter the selection screen and select the items you want to share, then touch to select a sharing method and follow the onscreen instructions to complete the sharing process.

View by shooting time: From the **Photos** tab, photos and videos are displayed by their shooting times. To display shooting dates when viewing photos in full screen mode, go to ⋮ > **Settings**, and enable **Show time and location**. Under the **Photos** tab, you can separate or pinch together two fingers to zoom in or out on the screen, and switch between display-by-day and display-by-month.

View by shooting location: If the photos or videos were taken while **GPS tag** is enabled in the **Camera** settings menu, you can view them in Map mode. From the **Photos** tab, touch , and the photos or videos containing location information will be marked at the corresponding shooting locations on the map. You can also separate two fingers on the screen to zoom in on the map and view details of the shooting location. Touch the photo thumbnail to view all the photos and videos taken at that location.

View by album: From the **Albums** tab, you can view photos and videos by album. Some photos and videos are stored in default albums specified by the system. For example, videos recorded with the camera are saved in the **Videos** album. Screenshots and screen recordings are saved in the **Screenshots** album.

Play slideshows: From the **Photos** tab, touch ⋮ > **Slideshow**, and the system will automatically play a photo slideshow. Touch the screen to stop playing.

Organize Photo Albums

Add photos or videos to a new album: From the **Albums** tab, touch **Add album**, enter an album name, and then touch **OK**. Select a photo or video and add the selected item to a new album.

Relocate photos and videos: You can move photos and videos from various locations to the same album for unified management and browsing. After entering the corresponding album, press and hold a photo or video until the icon appears, then select the photos and videos you want to move.

Touch , and select the album to move the items into. Once the items are moved, they will no longer be retained in their original locations.

Favorite photos and videos: Want to store your favorite photos and videos separately? You can Favorite your special photos and videos for easy viewing. Open the photo or video you want to Favorite, then touch to store it in the **My favorites** album. The items you Favorite will remain in their original locations. However, a icon will appear on their thumbnails.

Hide albums: Have important personal albums you don't want others to see? You can hide them to ensure personal privacy. From the **Albums** tab, go to > **Hide albums** and turn on the switches for albums that you want to hide.

Albums such as **Camera**, **Videos**, **My favorites**, and **Screenshots** cannot be hidden.

Delete photos and videos: Press and hold a photo or album until the icon appears, select the items you want to delete, and then go to > **Delete**. Deleted photos and videos will remain in the **Recently deleted** album, along with a tag indicating the number of days until the item is permanently removed from the system. To permanently delete a photo or video before it expires, from **Recently deleted**, select the photo or video you want to permanently delete and go to > **Delete**.

Recover deleted photos and videos: Go to the **Recently deleted** album, press and hold a photo or video until the icon appears, then select the items you want to recover, and touch to recover them to their original albums. If the original album is deleted, the system will re-create a new album for you.

Phone Manager

Use One-touch Optimization

Have you noticed that your Phone has slowed down recently? Do you worry that it might be vulnerable to malware and other security threats? Use one-touch optimization to make your Phone run smoother and protect it from security threats.

Open **Phone Manager**, and touch **OPTIMIZE**. Your Phone will automatically optimize its overall performance, security, battery performance, and device management. You can also customize the optimization options. In addition, the system will recommend that you perform a one-touch manual optimization to increase its running speed, check for security risks, optimize power consumption, and monitor and block unknown phone numbers and harassment calls.

Manage Mobile Data Usage

Manage mobile data usage to avoid incurring extra charges.

Open **Phone Manager**, and touch **Data usage** to view data usage statistics or enable **Smart data saver**.

- **Data usage this month**: Check the data usage of individual apps.
- **Networked apps**: Manage Internet access permissions for each app.
- **Smart data saver**: Enable data saving mode (prevents background apps from using mobile data) and select the apps that have unrestricted data access.

Enable Smart Power-Saving Management to Optimize Power Consumption

Running out of battery at an inopportune time can cause many inconveniences. Smart power-saving management helps you to effectively extend the battery life of your Phone so that you can better enjoy your favorite games and other interests.

Open **Phone Manager** and touch to perform the following:

- **Comprehensive power consumption analysis and optimization**: Touch **Optimize battery usage** to check for power consumption problems and automatically optimize performance.
- **Enable Power-saving mode or Ultra power-saving mode**: Enable **Power saving mode** or **Ultra power saving mode**. Choose the appropriate power saving mode based on your Phone's battery level to extend battery life.
- **View power consumption details**: Touch **Power consumption details** to view power consumption details. In the Battery usage details section, the colored bars beneath **Charging** indicate the various points when you charge your device. Gaps between the colored bars indicate

the various points when you were not charging your device. This feature does not consume power. Touch **Battery usage** to view power-intensive apps and hardware.

- **Enable smart resolution to save power**: Smart resolution is a function that automatically decreases the resolution of your device to save power. Enable **Screen resolution**, and select **Smart resolution**. Your device will automatically adjust the screen resolution based on the apps running in the background to save power. Enabling smart resolution may affect the display of the screen. You can also manually set the screen resolution to save power when high resolution is unnecessary.

To learn more about power saving settings, open **Phone Manager** and touch > **More battery settings** to perform the following:

- **Enable power-intensive apps notification**: Enable **Power-intensive prompt**, and you'll get notified when power-intensive apps are detected by your Phone. Then touch **Power-intensive app history** to check and manually disable such apps as you wish.
- **Display remaining battery percentage on the status bar**: Enable **Battery percentage** to display the remaining battery percentage of your device on the status bar.

Enable Virus Scanner

Opening the wrong advertisement or touching the wrong link can infect your device with Trojans and malware that will secretly install themselves onto your device and potentially steal your personal data. Running a virus scan can locate and remove any potential threats to keep your Phone in good shape.

Virus scan is enabled by default. You can view it in the following way: Open **Phone Manager** and touch **Virus scan**. If you see the **Secure** icon, it indicates that your device is safe. At the same time, you can touch > **Settings** to configure the following settings:

Online virus scan: If this option is enabled, your Phone will use the data network to perform cloud-based virus scan and update the virus database.

Email

Add Email Accounts

Add your email account to your Phone for convenient email access at any time. If you have questions about specific settings while configuring your email, please consult your email account provider.

Add a personal email account: Open , select an email service provider or touch **Others**, enter your email address and password, then touch **Sign in** and follow the onscreen instructions to configure your account. The system will automatically connect to the server and check server settings.

Add an Exchange account: Exchange is developed by Microsoft and used by companies as their internal email system. If your company email uses Exchange servers, you can log in to your work email on your Phone. Go to > **Exchange**, enter your email address, username, and password, then touch **Sign in** and follow the onscreen instructions to configure your account. The system will automatically connect to the server and check server settings.

After configuration, the system will open the **Inbox** screen by default.

Manage Email Accounts

You can manage multiple email accounts concurrently on your Huawei Phone.

Open **Email**. You can:

- **Check emails**: On the **Inbox** screen, touch , and then select an email account to view the list of your emails. Swipe down to refresh the list of emails. Open an email to read, reply, forward, or delete it. Swipe left or right on the screen to view the previous or next email. To delete multiple emails, touch and hold an email to go to the email management screen, select the emails, and touch .
- **Sync emails**: Swipe down on the **Inbox** screen to refresh the emails list. Go to > **Settings**, touch an account, and then enable **Sync email**. To sync automatically, touch **Sync frequency** and select the syncing time to complete configuration.
- **Search emails**: On the emails list screen, touch the search bar, and enter a keyword, such as email subject and content.
- **Add multiple email accounts**: Go to > **Settings** > **Add account**, select your email service provider, and enter your information.
- **Switch between email accounts**: On the emails list screen, touch , and then touch an account name to switch to.
- **Configure email accounts**: On the emails list screen, go to > **Settings**, select an account to set **Account name**, **Default account**, and **Remove account**.

Manage VIP Email Contacts

Worried about missing an important contact's email among a sea of emails? You can add important contacts to the VIP list. Your device will automatically move emails from VIP contacts to the VIP mailbox.

Open **Email**, and go to > **Settings** > **VIP contacts**. From the **VIP list** screen, go to **Add** > **Create** or **Add from contacts**.

Add or remove VIP contacts: On the **VIP list** screen, touch or to manage VIP contacts.

Create Smart Groups

Tired of having to manually enter multiple recipients when sending emails? Want to send emails to a fixed group of recipients? Use Smart groups to create different email groups.

Open **Email** and open an email. From the sender or recipient field, touch **Add to group**. Select the sender or recipient that you want to add to the group, and touch **OK**. On the group selection screen, touch **Create group**. Enter a group name and then go to **Save**.

After creating a group, from the list of contact groups, select the group you want to edit. You can then:

- **Add members**: Touch to add new members to the group.
- **Send messages**: Touch to send a message or touch to send an email.

Import Important Events to Calendar

Worried about missing an important event among a sea of emails? You can import important events to Calendar and view them at anytime and anyplace.

Open **Email**, select the event from the email, and select > **Add to calendar**.

Set Auto Response for Exchange Email

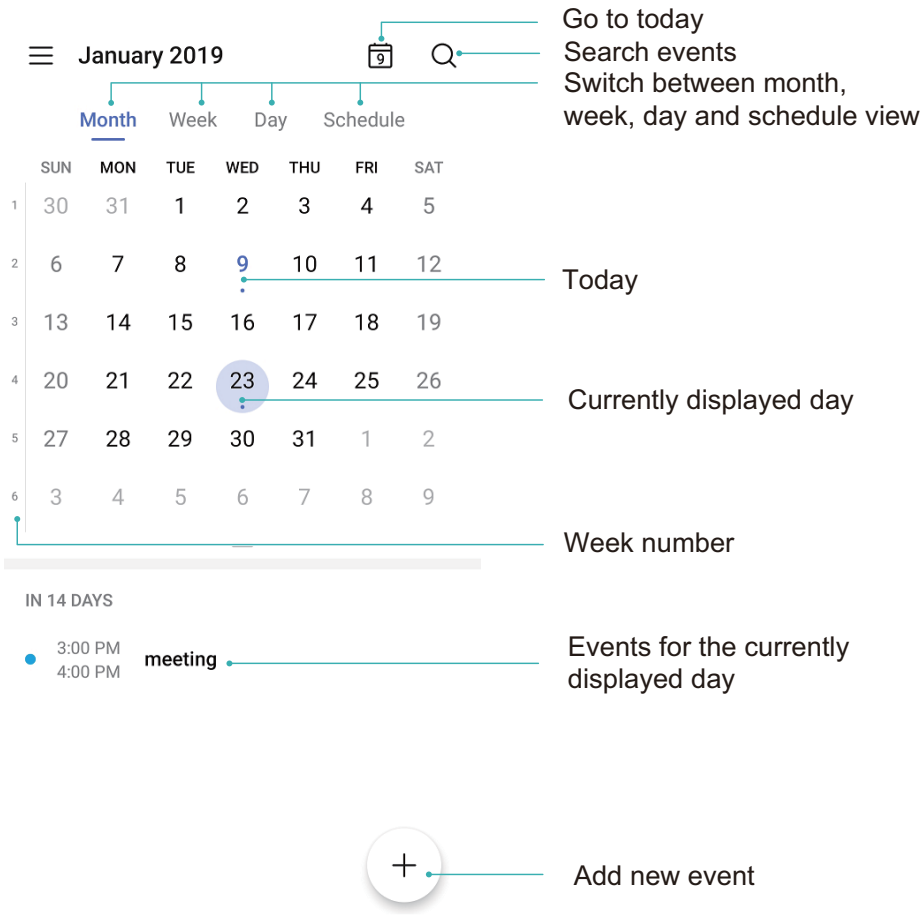
Unable to reply to emails on vacation? Enable auto responses to automatically reply to emails.

Open **Email**, go to > **Settings**, and select your Exchange account. Touch **Automatic replies**, enable **Automatic replies**, set the content and time of your auto reply, and then touch **Done**.

Calendar

Navigate the Calendar

Want to bring order to your busy life? Try using the app **Calendar** on your Huawei Phone to manage your daily schedule.



Create an event: Open **Calendar**, touch +, and enter your event information including title, location, and start and end times. Go to **Add reminder** to add a reminder for your event, then touch ✓.

Search events: On the **Calendar** page, touch and enter the event keywords, such as title or location.

Configure Calendar: On the **Calendar** page, go to ≡ > **Settings** to customize calendar display and reminders.

Check the exact location of the destination: Open **Calendar**. In a view or schedule, touch the event where the destination has been set to view the exact location information about the event.

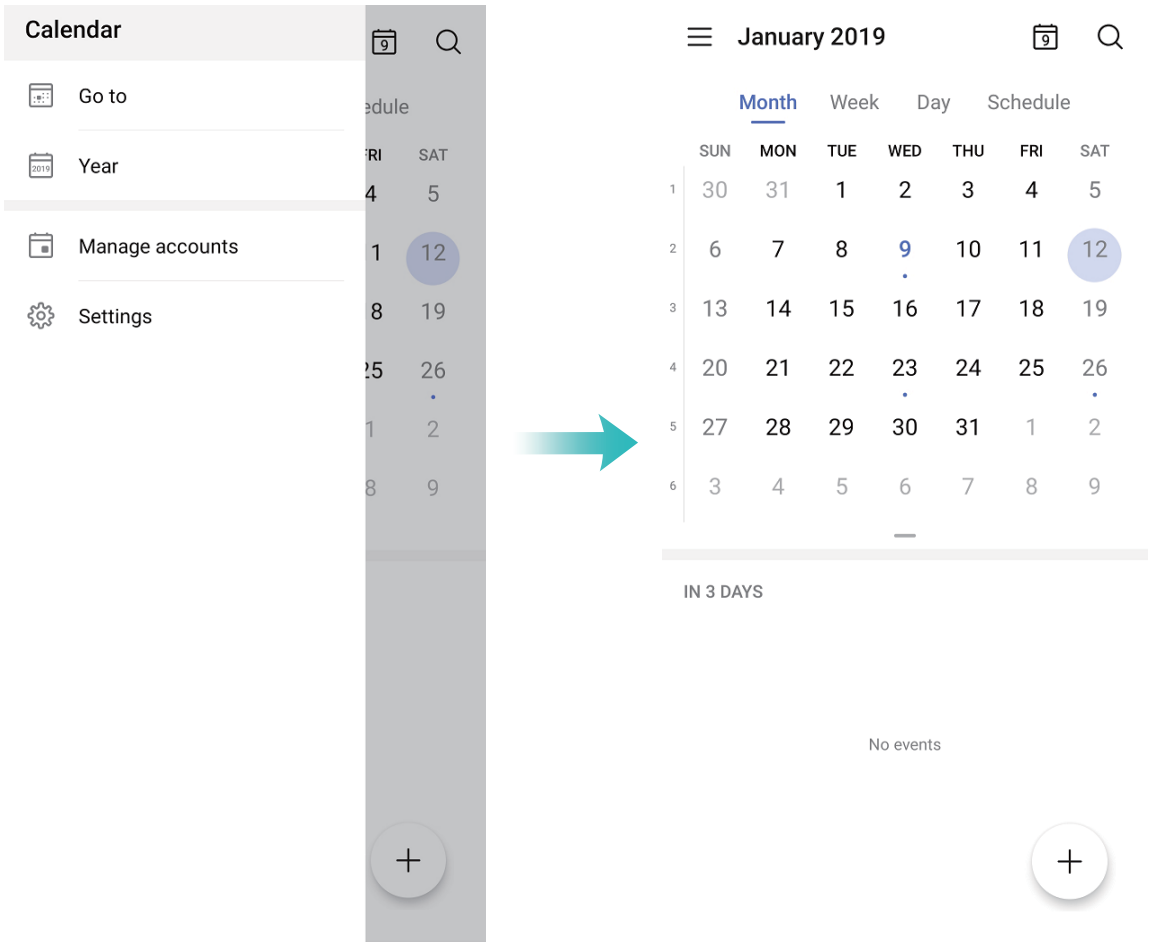
Query weather: Open **Calendar**, and touch an event in a view or schedule to view the weather of the day in the event.

Check conference participants: Open **Calendar**, and touch the conference reminder to view the participants.

Import To-Dos to Keep Your Work Organized

Many to-dos cannot be handled in time. What can I do if I forget to handle them? Import each to-do item to Calendar for easy reference and you will not miss any important events.

Import meeting reminders: Open **Calendar**, go to > **Manage accounts** > **Add account**, and follow the onscreen prompts to add your work emails (Exchange account) to the calendar to check meeting reminders.



Share an event: Touch an event on the calendar or under schedule, then touch and follow the onscreen prompts to share the event using any of the multiple methods.

View Global Holidays

Traveling overseas for work or holiday? Download your destination country's holiday information ahead of time to better plan your work and schedule.

Open **Calendar**, go to > **Settings** > **National (Regional) holidays**, and enable the corresponding switch for your destination country. Your device will automatically download the holiday information.

Clock

Use the Clock

The seemingly simple clock has a lot of useful functions. Clock can be used as an alarm, world clock, stopwatch, or timer.

View the time all over the world: Go to **Clock**, touch on the **World clock** tab, and enter the name of a city or select one from the list of cities. Touch to set the date and time.

Display the time in two different regions: Open **Clock**, and then go to > **Date & time** on the **World clock** tab. Enable **Dual clocks**, touch **Home city**, and select your city of residence from the list.

Two times will only be displayed if you are in a different region than the one you selected as your home city, otherwise you will only see one.

Notepad

Manage Your Notes to Keep Your Records in Order

Want to share important notes or add something to favorites? Manage your notes to keep your records in order.

Share a note: Want to send your meeting notes to your colleague? On the list page of **All notes** or **All to-dos**, open the note you want to share, then touch to select a sharing method and follow the onscreen prompts.

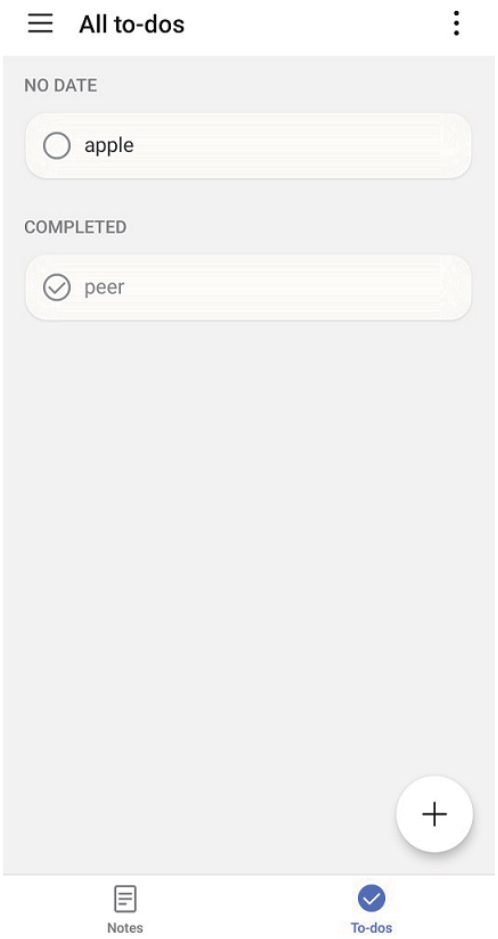
Add a note to favorites: Want to add a note to favorites so you can refer to it later? On the list page of **All notes**, swipe left on a note and touch . Alternatively, open the note you want to add to favorites and touch .

Delete a note: Want to delete an outdated note? On the list page of **All notes** or **All to-dos**, swipe left on a note, then touch . Alternatively, touch > **Delete items**, select the note(s) you want to delete, and touch .

Search notes: Want to quickly find a note? Touch the search bar on the list page of **All notes** and enter the keywords into the search bar. Alternatively, swipe down on the home screen to access the search bar, and enter the keywords into the search bar.

Generate a to-do list: Want to create a shopping list? On the page of **Notepad**, touch > , enter an item, and then touch **Save**. Add multiple items to generate a to-do list.

After completing an item, go to the editing page of **All to-dos**, and select on the left of the completed item.



Add a handwritten note: Want to quickly record your drawing or handwriting? Go to **Notes** > ＋, touch ✎, write your notes, and touch ✓ to save it. You can write and draw in Notepad.

Add tags to notes: Want to easily view the categories of your notes? On the editing page of **All notes**, touch 🔖, and use different colored tags to categorize different content for a clearer view of your notes.

Utilities

Check Your Screen Time

Digital balance allows you to check the app usage, and helps you manage your screen time and guides you towards healthier Phone usage habits.

To check your Phone usage, open **Settings**, and go to **Digital balance** > **More**.

Check today's screen time: Touch **Today**, and you can check your **Screen time**, **App usage**, **Unlocks**.

Check last seven days' screen time: Touch **Last seven days**, and then check your **Screen time**, **App usage**, **Unlocks**.

Multiple Users

Set and Use Multiple Users

Want to have more than one user account on your Phone to keep your work and personal life separate? You can add multiple users to your Phone and switch between them with a single touch.

Add Users or Guests

⚠ A maximum of three users and one guest can be added.

Add a user: Touch **Settings**, and go to **Users & accounts** > **Users**. Touch **Add user**, enter a name for the user and touch **ADD**. After you add a new user, you can switch to the new user and follow the onscreen instructions to configure the user's account settings.

Add a guest: Touch **Settings**, and go to **Users & accounts** > **Users**. Touch **Add guest** > **ADD** to create a guest.

Set a user account name and profile picture: After adding a user, you can set a user account name and a profile picture for the user. To do this, switch to the relevant user, and touch . Follow the onscreen instructions to change the user name and profile picture.

Allow a user to make calls, send messages, and share call records: The basic call functions can still be used after you switch to a different user mode. The added new user can make calls, send messages, and share call records with the phone owner. The guest user can make calls and share call records with the phone owner. To do this, log in with the owner account, and touch **Settings**, and then go to **Users & accounts** > **Users**. Select the desired user, and touch **Allow calls, messages, and sharing of communication history**.

Delete Users or Guests

To delete a user, select one of the following methods:

- Log in with the owner account, touch **Settings**, and then go to **Users & accounts** > **Users**. Select the desired user, and touch **Delete user** > **Delete**.
- Log in with the owner account, swipe down from the status bar, and then go to > **More settings**. Select the desired user, and touch **Delete user** > **Delete**.

To delete a guest, touch **Settings**. Go to **Users & accounts** > **Users**, and then touch **Guest** > **Delete guest** > **DELETE**.

Switch Between the Owner Account, User, and Guest Modes

To switch between the owner account, user, and guest modes, select one of the following methods:

- Swipe down from the status bar, and touch . Then, touch the profile picture of the desired user.

- Touch **Settings**, and go to **Users & accounts** > **Users**. Then, touch the user name or profile picture of the desired user.

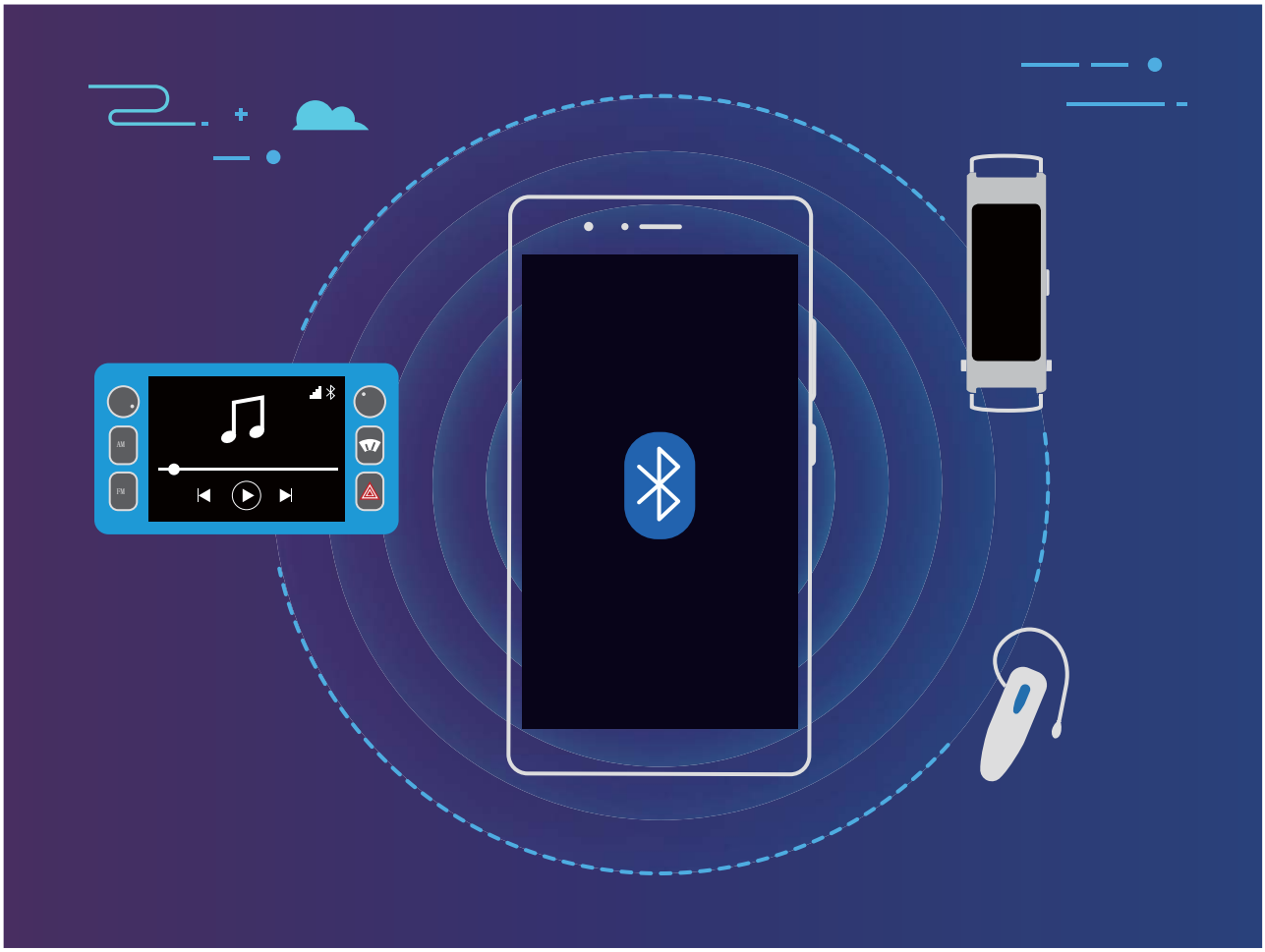
⚠ You will be prompted to enter the password to unlock the screen when switching back to the owner from another user.

Device Connection

Bluetooth

Connect Your Phone to Bluetooth Devices

Use Bluetooth to connect your Phone to Bluetooth headsets and in-car Bluetooth to navigate or listen to music while you drive. You can also connect your Phone to Bluetooth wearables to record and manage fitness data. Connecting Bluetooth devices to your Phone does not increase power consumption significantly.



Bluetooth protocols used by Huawei devices and their functions:

HFP, HSP	Make calls
A2DP	Play music
AVRCP	Control music playback
OPP	Transfer files
PBAP	Sync contacts
MAP	Sync text messages

HID	Operate Bluetooth keyboards and mouses
PAN	Tethering
BLE	Connect to Bluetooth Low Energy (BLE) devices

Enable or disable Bluetooth: From the home screen, swipe down from the status bar, open the shortcuts panel, and then touch to enable or disable Bluetooth. Touch and hold to open the Bluetooth settings screen.

Pair a Bluetooth device: Enable **Bluetooth** from the Bluetooth device's settings screen. Check that the Bluetooth device is set to visible. From **Available devices**, touch the device you want to pair and then follow the onscreen instructions to complete pairing.

Unpair a Bluetooth device: Enable **Bluetooth** from the Bluetooth device's settings screen. Touch next to the name of the paired device and then touch **Unpair**.

Change Bluetooth device name: From the Bluetooth settings screen, enable **Bluetooth**. Touch **Device name**, enter a new name for the device, and then touch **Save**.

View Bluetooth help: From the Bluetooth settings screen, touch to view information on how to establish Bluetooth connections with in-car systems, headsets, speakers, wearables, Phone, tablets, and computers.

Use Bluetooth to Share Data

Connect your Phone to another device over Bluetooth to share data, import and export contacts, and set up Internet tethering.

Use Bluetooth to send files: Ensure that your Phone is within Bluetooth range of the other device (10 m or 32 ft). You can then establish a Bluetooth connection and share multimedia files, web pages, contacts, documents, and apps between the two devices. Open **Files**, touch and hold the file that you want to send, and then go to **More** > **Share** > **Bluetooth**. Follow the onscreen instructions to enable Bluetooth. When the other device is detected (Bluetooth must be enabled and the device must be visible), touch the name of the device to establish a connection and start sending files.

Receive files over Bluetooth: From the home screen, swipe down from the status bar, open the shortcuts panel, and then touch to enable Bluetooth. Touch **Accept** on the file transfer notification to begin receiving the files. Received files are saved to the **bluetooth** folder in **Files** by default.

Import or export contacts over Bluetooth: Open **Contacts** and go to > **Settings** > **Import/Export** to perform the following:

- **Import contacts**: Touch **Import via Bluetooth** and follow the onscreen instructions to establish a Bluetooth connection with the other device. Contacts from the other device will then be imported to your Phone automatically.

- **Export contacts**: Touch **Share contacts**, select the contacts that you want to share, touch and select **Bluetooth**. Follow the onscreen instructions to establish a Bluetooth connection with the other device. Those contacts selected will be exported from your Phone to the other device automatically.

Connecting USB Device

Transfer Data between Your Phone and Computer

Use a USB cable to connect your Phone to your computer and transfer data.

Select USB connection mode

Use a USB cable to connect your Phone to the computer, you can then select a default connection method. You can transfer photos and files between your Phone and computer, or charge your Phone through the USB connection to your computer.

Swipe down from the status bar to open the notification panel, then touch **Settings** > **Touch for more options** and select a method for connecting your device and your computer.

- **Transfer photos**: Transfer photos between your Phone and computer.
- **Transfer files**: Transfer files between your Phone and computer.
- **Charge only**: Charge your Phone with just a USB cable.
- **Reverse charge**: Connect your Phone to another device with a USB Type-C cable to charge the other device.
- **Input MIDI**: Use your Phone as a MIDI input device and play music on your computer.

Transfer data over a USB port

Connect your Phone to your Computer using a USB cable to transfer data and perform other tasks.

- **Transfer files**: Media Transfer Protocol (MTP) is a type of transmission protocol for media files. You can transfer files between your Phone and computer using this connection method. First, install Windows Media Player 11 or later on your computer.
  Swipe down from the status bar to open the notification panel, and then set your USB connection method to **Transfer files**. Your computer will automatically install the necessary drivers. After the installation is complete, click the new drive icon named Phone on the computer to view the files on your Phone. You can use Windows Media Player to view the media files on your Phone.
- **Transfer images**: Picture Transfer Protocol (PTP) is a protocol that allows you to transfer images. You can upload and share photos between your Phone and computer using this connection method.
  Swipe down from the status bar to open the notification panel, and then set your USB connection method to **Transfer photos**. Your computer will automatically install the necessary drivers. After the installation is complete, click the new drive icon named Phone on the computer to view the images on your Phone.
- **Transfer MIDI data to your Phone**: MIDI (Musical Instrument Digital Interface) is an industry standard audio format for composing music established by electronic instrument manufacturers.

Swipe down from the status bar to open the notification panel, and then set your USB connection method to **Input MIDI**. You can then use Phone to receive and process MIDI messages transmitted by other devices.

Transfer Data Between Your Phone and a USB Device

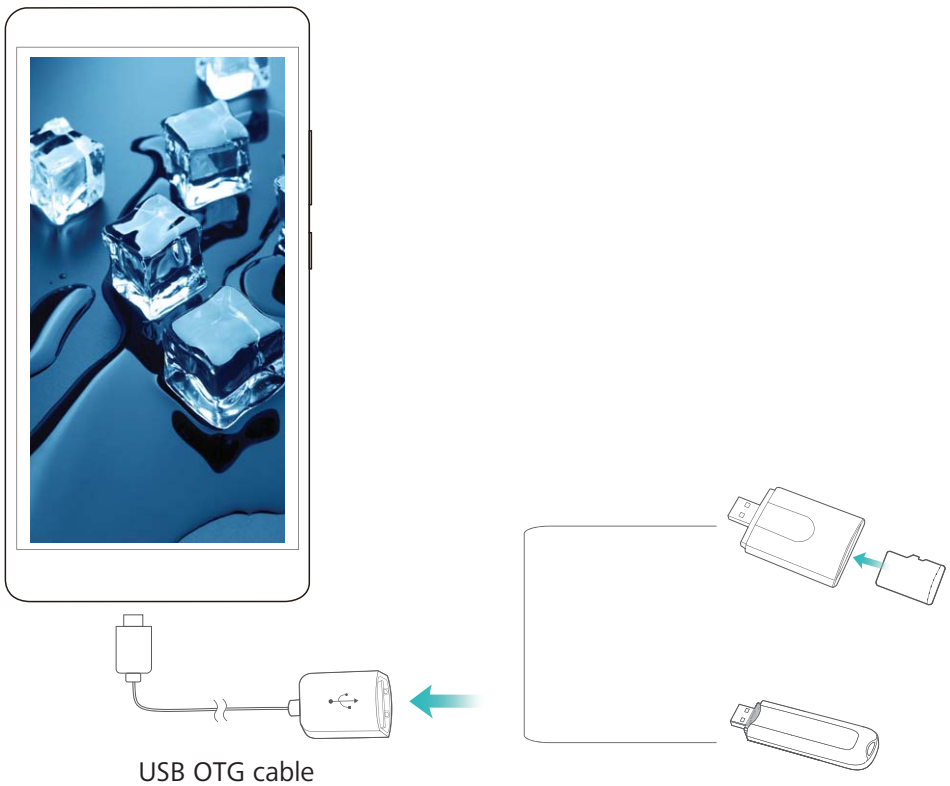
USB OTG (USB On-The-Go) allows you to transfer data directly between your Phone and other devices (such as phones, tablets, cameras, and printers) without requiring a computer. You can also use a USB OTG cable to connect your Phone directly to a USB storage device and transfer files.

Transfer data between your Phone and a USB storage device

You can use an OTG cable to access USB storage devices (including USB drives and card readers) directly from your Phone.

- This feature is only available on Phones with USB OTG support.
- If your Phone has a USB Type-C port, you will need to purchase a Huawei-certified Micro USB to USB Type-C adapter or a USB OTG cable with a USB Type-C connector.

1 Connect the USB drive to your Phone using a USB OTG cable.



USB OTG cable

2 Go to **Files** > **Categories** > **USB drive**, navigate to the USB drive, select the data that you want to copy, and then copy it to the target folder.

3 Once the transfer is complete, go to **Settings** > **Storage** > **USB drive** > **Eject**.

4 Disconnect the USB OTG cable and USB cable from the two devices.

Huawei Share

Introduction to Huawei Share

How do I quickly share apps, transfer pictures and files between my Phone and other mobile devices, or between my Phone and computers? Huawei Share allows you to quickly share apps and wirelessly transfer files between your phone, tablet, and computer.

Huawei Share supports data transfers between the following devices:

- Between mobile phones and tablets: You can use Huawei Share to share photos and files on your Phone with other phones or tablets. Touch and hold the apps, photos, and files you want to share, and then select Huawei Share to enjoy a simple and easy sharing process that doesn't consume your mobile data.
- Between your Phone and computer (PC or Mac): You can use Huawei Share to share photos and files on your Phone with your computer, and you can also edit these photos on your computer. Thanks to Huawei Share, you don't even need a USB cable for data transfer between your Phone and computer.

  - Both your Phone and computer must be connected to the same network (for example, to the same Wi-Fi network).

Use Huawei Share to Quickly Share Files Between Huawei Devices

You can use Huawei Share to quickly transfer photos, videos and other files between Huawei devices. Huawei Share uses Bluetooth to detect other nearby Huawei devices and then uses Wi-Fi Direct to quickly transfer files without using mobile data.

Huawei Share uses Wi-Fi and Bluetooth to transfer data. When Huawei Share is enabled, both Wi-Fi and Bluetooth are automatically enabled.

Use Huawei Share to send files: Select the files you want to share and then touch **Share**. To send files, select a receiving device from the list of nearby devices and confirm.

Use Huawei Share to receive files: Swipe down from the status bar to open the notification panel, and then touch (•) to enable Huawei Share. Touch **ACCEPT** when the file transfer notification is displayed. Received files are saved by default to your **Huawei Share** folder in **Files**.

No confirmation is required if the two Huawei devices have been logged in using the same HUAWEI ID.

Security and Privacy

Enroll Your Facial Information to Enable Face Unlock

Face unlock allows you to quickly unlock your Phone by holding it up to your face.

- Only the owner can enable Face unlock. This feature is not available for users or guests, and not supported in PrivateSpace either.
- Face unlock is not available if the screen unlock password has not been entered for three or more days in a row, or if your Phone has been remotely locked, or has been restarted.
- When using Face unlock to unlock your Phone, keep your eyes open, face yourself directly towards your Phone, and keep your face at a distance of 20 cm (7.87 in.) to 50 cm (19.69 in.) from your device. In order to scan your face accurately, avoid using this feature when you are in a dark environment or when facing direct light.

1 Open **Settings**. Go to **Security & privacy** > **Face recognition** and enter your screen unlock password.

2 You can select **Enable pick up to wake**. In this case, your Phone will turn on the screen and identify your facial features to unlock the screen automatically whenever you pick up your Phone and hold it to your face. If you do not wish to use this feature, you can disable this option. Touch **Enroll face** and follow the onscreen instructions to enroll your face.

3 Methods to set Face unlock:

- **Direct unlock**: Turn on the screen. Your Phone identifies your facial features and unlocks the screen.
- **Swipe to unlock**: Turn on the screen. After your Phone identifies your facial features, swipe the lock screen to unlock your device.
- **Smart display of lock screen notifications**: Enable **Slide to unlock** and **Smart lock screen notifications**. On the lock screen, your Phone hides notification details by default and displays them only after identifying the device owner's face.
- **Access app lock**: Enable **Access App lock** to access apps and locked apps using Face unlock.

Fingerprint

Introduction to Fingerprint Recognition

Fingerprint recognition not only allows you to unlock your Phone faster, it also provides added security to your personal information.

You can use your fingerprint to:

- **Unlock your screen with a single touch**: Want to avoid the hassle of using PIN codes and patterns to unlock your screen? Use your fingerprint to quickly and securely unlock your screen with a single touch.

- **Access your private files**: Afraid of forgetting your password for the Safe or app lock, or having it fall into the hands of someone you don't trust? Set fingerprint access for the Safe and app lock to keep your files and apps secure and accessible by only you.
- **Perform fingerprint shortcuts**: Can't reach the shutter button to take a photo? Want a faster way to answer a call or turn off an alarm? Set fingerprint shortcuts to quickly take photos, answer calls, and turn off alarms with any of your fingers.

Use Fingerprint Shortcuts for Faster Device Operation

Can't reach the shutter button to take a photo, or want a faster way to answer a call or turn off an alarm? You can use any of your fingertips to quickly take photos and answer calls with the fingerprint sensor. No fingerprint verification is required.

Open **Settings**, and go to **Security & privacy** > **Fingerprint ID**. From here, you can enable fingerprint shortcuts for the following features:

- **Take a photo or video**: From the viewfinder screen of Camera, touch and hold the fingerprint sensor to take a photo or video.
- **Answer a call**: Touch and hold the fingerprint sensor to answer a call.
- **Turn off an alarm**: Touch and hold the fingerprint sensor to turn off an alarm.
- **Show the notification panel**: When your screen is in portrait mode, swipe down on the fingerprint sensor to display the notification panel, touch twice to clear notifications, and swipe up to close the notification panel.

- **Browse pictures**: When viewing pictures in full-screen mode, swipe left or right on the fingerprint sensor to browse through your pictures.

Enroll a Fingerprint

You can enroll a fingerprint on your Phone and then use your fingerprint to unlock your screen or access your Safe or App Lock without a password.

- Fingerprint unlocking is only available when your unlock method is set to **Pattern**, **PIN** or **Password**. You will be required to unlock your Phone using the screen unlock password after the device is restarted or if your fingerprint is not recognized.
- Before enrolling a fingerprint, make sure your finger is clean and dry.

1. Open **Settings**.
2. Go to **Security & privacy** > **Fingerprint ID** > **Fingerprint management** > **Change unlock method**, select **Pattern**, **4-digit PIN**, **Custom PIN** or **Password**, and then follow the onscreen instructions to set an unlock password.
3. Once you have set an unlock password, touch **New fingerprint** to enroll a fingerprint.
4. Place your fingertip on the fingerprint sensor. Press down lightly on the sensor until your device vibrates. Repeat this step using different parts of your fingertip.
5. After enrollment is complete, touch **OK**.

To unlock the screen, simply place your fingertip on the fingerprint sensor.

Add or Modify a Fingerprint

You can enroll a maximum of five fingerprints on your device. You can also delete or rename your fingerprints.

1. Open **Settings**.
2. Go to **Security & privacy** > **Fingerprint ID** > **Fingerprint management**.
3. Enter the screen unlock password and then follow the onscreen instructions to enter the fingerprint configuration screen.
4. In the Fingerprint list section, you can:
   - **Enroll a new fingerprint**: Touch **New fingerprint** to enroll a new fingerprint.
   - **Rename or delete a fingerprint**: Touch a previously enrolled fingerprint to rename or delete it.
   - **Identify a fingerprint**: Touch **Identify fingerprint** to identify and highlight enrolled fingerprints.

Use a Fingerprint to Quickly Access Private Information

Tired of having to enter a password each time you want to access private information in your Safe or a locked app? You can use your fingerprint to quickly access your private information. This method is convenient and safe.

1 Open **Settings**.

2 Go to **Security & privacy** > **Fingerprint ID** > **Fingerprint management**.

3 Enter the screen unlock password and then follow the onscreen instructions to enter the fingerprint configuration screen. Enable **Access Safe** and **Access App lock**, and then follow the onscreen instructions to enter the passwords.

Now you can:

- **Use a fingerprint to access the Safe**: Open **Files** and touch **Safe**, you can then access the Safe using your fingerprint.
- **Use a fingerprint to access apps locked by App lock**: You can now open locked apps on your home screen using your fingerprint.

Enable or Disable Location Services

After obtaining the location information permission, apps can obtain your location at any time. If your location information is obtained by a malicious app, you may be at risk of harm or fraud. You can enable or disable location services as needed and regularly monitor and manage the allowed permissions for your apps to protect your privacy and security.

Enable or disable location services: Open **Settings**, go to **Security & privacy** > **Location access**, and enable or disable **Access my location**. When location services are disabled, aside for pre-installed software, your Phone will stop all apps and services from collecting and using your location information. The system will ask you to enable location services when you attempt to use these apps.

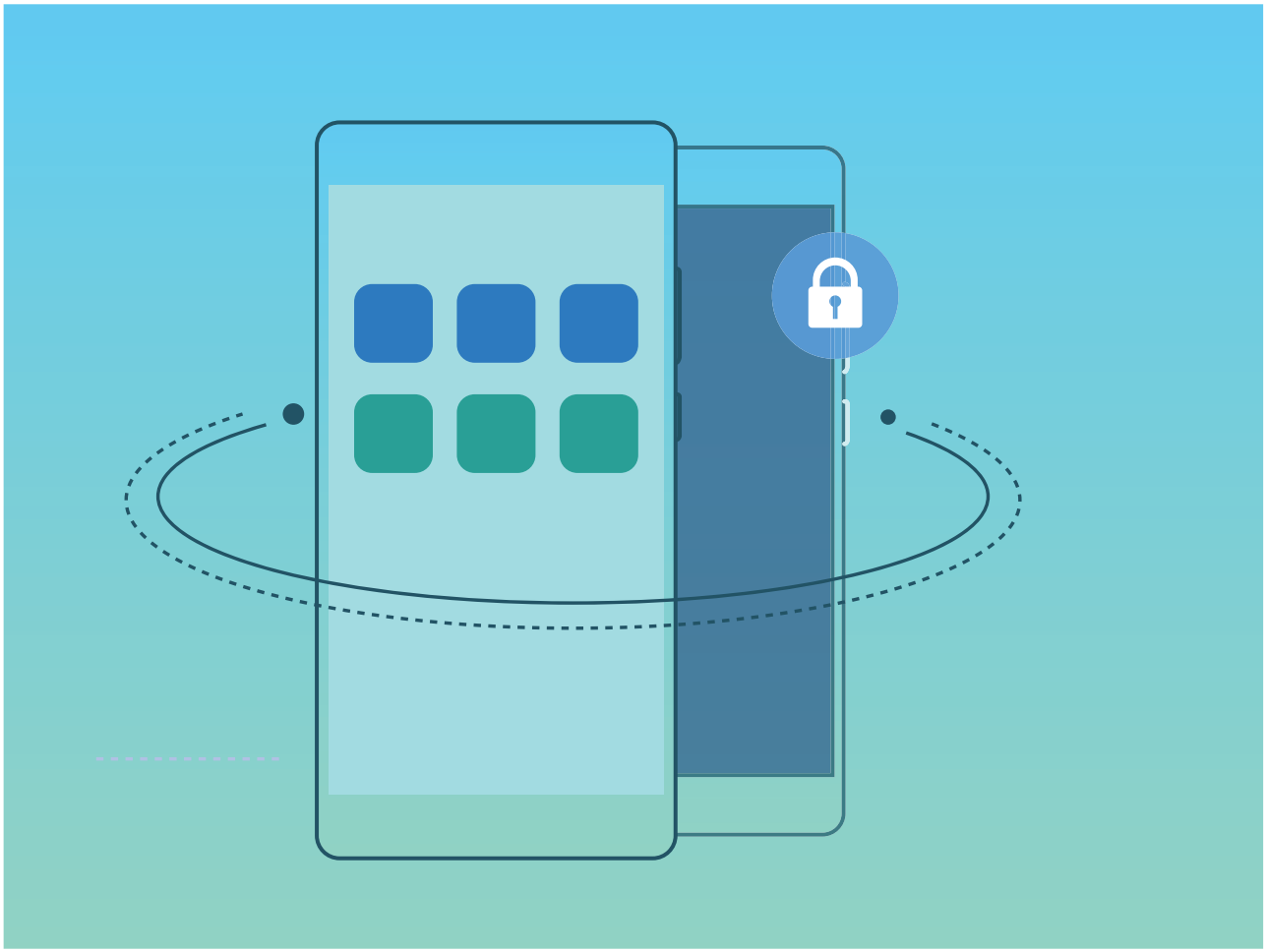
- Features may vary depending on your carrier.
- Huawei only uses location data to provide you with necessary functions and services, not for the purpose of identifying and collecting your private information.

Set indoor positioning assistance: Open **Settings**, go to **Security & privacy** > **Location access** > **Advanced settings**, and enable or disable Wi-Fi and Bluetooth scanning. Scanning Wi-Fi networks and Bluetooth devices will improve the accuracy of indoor positioning.

PrivateSpace

PrivateSpace: Keep Your Private Information Hidden

PrivateSpace is a feature that allows you to create an independent space on your Phone to store your private information. Files and apps stored in PrivateSpace cannot be accessed from the MainSpace.



PrivateSpace provides you with the following features:

- **Hide access to your PrivateSpace**: Want to keep your PrivateSpace hidden from other people? You can hide access to your PrivateSpace in the MainSpace to keep your PrivateSpace out of sight.
- **Quickly switch between MainSpace and PrivateSpace**: From the lock screen, you can quickly switch between spaces using different fingerprints or passwords. The Wi-Fi and Bluetooth information set in the MainSpace or PrivateSpace can be automatically identified and connected in other spaces.
- **Transfer files between MainSpace and PrivateSpace**: You can transfer private files (such as pictures and videos) between MainSpace and PrivateSpace.
- **Reset the PrivateSpace password**: It is understandable to forget passwords occasionally. To reset your PrivateSpace password, you can enable password protection function by entering your MainSpace password and answering security questions.
- **PrivateSpace data backup**: Use the space clone function in the PrivateSpace to copy your PrivateSpace to another device.

If you want to switch directly to PrivateSpace from the lock screen using a password or fingerprint, the PrivateSpace password must be of the same type as your MainSpace password with a different content, or else you will not be able to access PrivateSpace from the lock screen.

Enable PrivateSpace

Do you worry that potentially embarrassing information might be seen by your friends and co-workers when you are showing them photos and other things on your Phone? PrivateSpace lets you store

private information in a hidden space within your device that can only be accessed with your fingerprint or password.

You can add up to three users to **Users** and **PrivateSpace** on your Phone. If you have already added three users under **Settings** > **Users & accounts** > **Users** > **Add user**, you cannot add more users to **PrivateSpace**.

Enable PrivateSpace: If you are using PrivateSpace for the first time, open **Settings**, go to **Security & privacy** > **PrivateSpace** > **Enable**, and follow the onscreen instructions to create your PrivateSpace.

You can only create one PrivateSpace.

Quickly switch between MainSpace and PrivateSpace: From the lock screen, you can quickly switch between spaces using your fingerprint or password. After you restart your Phone, you are required to first enter the MainSpace using your password. You can then switch between spaces from your lock screen.

Enter PrivateSpace: You can enter your PrivateSpace directly from the lock screen using your fingerprint or password. Alternatively, open **Settings** in MainSpace, and go to **Security & privacy** > **PrivateSpace** > **Log in** to enter your PrivateSpace.

Exit PrivateSpace: After entering your PrivateSpace, open **Settings**, and go to **Security & privacy** > **PrivateSpace** > **Exit**. When you exit your PrivateSpace, all system memory used by the PrivateSpace will be freed. You can still switch back to your PrivateSpace when you need it.

Delete PrivateSpace: Deleting your PrivateSpace will permanently delete all apps and data stored within your PrivateSpace and this data will be unable to be restored. You can delete your PrivateSpace in the following ways:

- From the MainSpace, open **Settings**, then go to **Security & privacy** > **PrivateSpace** and touch ⋮ > **Delete PrivateSpace**.
- In PrivateSpace, open **Settings**, and go to **Security & privacy** > **PrivateSpace** > **Delete**.

Hide the Entrance to Your PrivateSpace

Want to keep all traces of your PrivateSpace hidden from other people? You can hide the entrance to your PrivateSpace in the MainSpace, keeping your PrivateSpace hidden and secret.

After entering your PrivateSpace, open **Settings**, go to **Security & privacy** > **PrivateSpace**, and enable **Hide PrivateSpace**. After you hide the entrance to your PrivateSpace, you can only enter the space by using your fingerprint or password on the lock screen.

Transfer Files Between Your PrivateSpace and MainSpace

Want to quickly transfer private photos, music, or videos to your PrivateSpace, or from your PrivateSpace to your MainSpace?

1 After entering your PrivateSpace, open **Settings**, and go to **Security & privacy** > **PrivateSpace**.

2 Touch **MainSpace to PrivateSpace** or **PrivateSpace to MainSpace**.

3 Follow the onscreen instructions to select the files and transfer them to the target location.

Files stored on your device or memory card can be transferred from your MainSpace to your PrivateSpace, but only files stored locally on your device can be transferred from your PrivateSpace to your MainSpace. This is because memory cards are blocked in PrivateSpace. Files stored in the cloud cannot be transferred between your PrivateSpace and your MainSpace. Not all devices support memory cards.

By default, transferred image files are stored at **Gallery** > **Shared images**, video files are stored at **Gallery** > **Shared videos**, and audio files are stored at **Files** > **Internal storage** > **Move files** > **Shared audio**.

Transfer Your PrivateSpace Data to Your New Device

You can clone your PrivateSpace to quickly transfer your private files to another device.

- Before transferring your data, ensure that the new device has enough storage space remaining.
- You can transfer the following data from one device to another: pictures, audio files and videos.

1 Enter PrivateSpace on your new device and open **Settings**. Go to **Security & privacy** > **PrivateSpace** > **Space Clone** > **THIS IS THE NEW PHONE** to generate a QR code.

2 Enter PrivateSpace on your old device and open **Settings**. Go to **Security & privacy** > **PrivateSpace** > **Space Clone** > **THIS IS THE OLD PHONE**. Follow the onscreen instructions to scan the QR code displayed on your new device. Alternatively, connect your old device to your new device's Wi-Fi hotspot manually. After establishing a connection, select and transfer data from your old device to your new device.

You can cancel the file transfer anytime during the transfer process and continue your progress when you re-establish a connection.

Reset Your PrivateSpace Password

Too many passwords to remember? Can't enter my PrivateSpace without a password? Set a security question so that when you forget your PrivateSpace password, you can answer the security question to quickly reset your PrivateSpace password.

Enable the security question feature: After entering your PrivateSpace, open **Settings**, and go to **Security & privacy** > **PrivateSpace**. Touch **Password protection** and follow the onscreen instructions to enter your MainSpace and PrivateSpace passwords to enter the password security question screen.

Set your security question: Touch the security question and either select one of the preset security questions or create your own. Enter the answer to the security question and touch **Finish** to enable the security question feature.

After you enable the security question feature, you can also modify the security question and its answer.

Modify your PrivateSpace password: Enter the MainSpace, open **Settings**, and go to **Security & privacy** > **PrivateSpace**. Touch ⋮ > **Reset password**. Follow the onscreen instructions to enter your MainSpace password and the answer to the security question, and then set your PrivateSpace password.

You can reset the PrivateSpace password in the MainSpace only after you set the password security question in your PrivateSpace.

In case the entrance to PrivateSpace is hidden and you cannot enter the reset PrivateSpace screen: Enter the MainSpace and open **Settings**. Go to **Security & privacy** > **More settings** > **Show all settings** and touch **OK** to display the entrance to PrivateSpace.

Enable App Lock

App lock allows you to set a password for your important apps. Once you restart your Phone or unlock the screen, you will be asked to enter your App lock password when opening the apps for the first time. App lock enhances the protection of your private information and prevents unauthorized access to important apps on your device.

Enable App lock: Open **Settings**. Go to **Security & privacy** > **App lock**. When you access the app for the first time, follow the onscreen instructions to set the password and enter the app lock. In subsequent access, you can directly enter the app lock password. On the App lock screen, enable App lock for the apps you want to protect. When accessing a locked app for the first time, you need to enter the password in the password text box. If you forget the password, touch **Forgot password**, enter the answer in the password protection question box, and reset the password. If you have not set the password protection, the **Forgot password** option is not available.

If you have set up a fingerprint and facial recognition to unlock your Phone and are opening App lock for the first time, you can follow the onscreen instructions to associate your fingerprint and facial recognition with App lock for easier app unlocking.

Modify your App lock password and password protection: Touch ⚙ on the App lock screen, and then touch **Change password** or **Change password protection** to modify your App lock password or password protection.

If you enter a wrong password five times in a row while logging in to App lock, your Phone will be locked for one minute. You can try again in one minute. If you enter a wrong password another three times in a row, you will need to wait 10 minutes.

More Security Settings

Introduction to the Password Vault

As you install more and more apps on your device, you may start finding it difficult to remember all your login names and passwords. Password vault can help resolve this problem by automatically saving your usernames and passwords, and associating them with your 3D facial image, fingerprint, and lock screen password, helping you to log in to apps securely and conveniently.

The Password vault provides the following functions:

- **Daily login to device apps**: When you download an app for the first time or log in to an app again, Password vault saves your username and password and associates the password with the facial image, fingerprint, or screen lock password. When you log in to the app again, you only need to use one of the associated decryption methods to automatically fill in the password, and log in to the app securely and conveniently.
- **Login to device apps after device replacement**: After phone cloning is complete, if you have saved your usernames and passwords for various apps on the old device to Password vault, you can use the facial image, fingerprint, or lock screen password to log in to the apps securely and conveniently.

Usernames and passwords are encrypted in the hardware of the device and stored locally. They cannot be read by any parties, including Huawei.

Enable Password Vault

Forget your password when logging in to an app? Password vault saves and automatically fills in your passwords, allowing you to log in to apps on your Phone more conveniently and securely.

Enable or disable Password vault: Password vault is enabled by default. After you update your Phone, you can enable Password vault by performing the following operations:

1. You need to enter the lock screen password to log in to Password vault. Open **Settings**, and go to **Security & privacy** > **Password vault**.
2. Enter the screen lock password to access the **Password vault** screen.
3. Enable **Password vault**. When you log in to the app for the first time and select **SAVE**, the login account and password are automatically saved. When you log in to the app again, the password is associated with one of the encryption methods such as your facial image by default, which is convenient and secure.
4. Enable or disable **Autofill settings** for a single app. If the automatic filling function is enabled for an app, you can use a facial image or fingerprint to automatically fill in the password when you log in to the app, which is convenient and secure. If the automatic filling function is disabled for an app, you must enter the account and password to log in to the app.

Backup and Restoration

Data Backup: Prevent the Loss of Your Data

Worried about losing important data on your Phone? Protect yourself against data loss with regular data backups.

You can back up the data in your Phone in the following ways:

- **To an NM card**: If your Phone supports an NM card (nano memory card), you can back up your data to the NM card at any time to prevent data loss.

  - Not all devices support NM cards (nano memory cards).
  - Insert the NM card (nano memory card) into slot 2. If necessary, you can purchase it from Vmall or an authorized Huawei store.

- **To a USB storage device**: Using a USB OTG cable, you can connect your Phone and back up your important data to a USB storage device.
- **To your computer or home NAS devices**: Using Wi-Fi scanning to detect shared folders on the same Wi-Fi network, you can back up all your Phone's important data, such as pictures and large files, to your computer or home NAS devices to prevent data loss and free up storage space on your Phone.

Data Backup to a USB Storage Device

If you are running out of storage space on your Phone or you want to back up your important data to an external storage device, you can connect your Phone to a USB storage device using a USB OTG cable and back up your data to the storage device. USB storage devices compatible with your Phone include USB flash drives, card readers, and devices with an Memory card inserted.

Open **Settings**, go to **System** > **Backup & restore** > **Data backup** > **External storage** > **USB storage**, then touch **BACK UP**. On the**Select data** screen, select the data you want to back up and touch **Back up**.

You can go to ⋮ > **Backup encryption** > **Encrypt backups** to enable **Backup encryption** on the backup page, and then set a password when prompted. The password will be used when you want to restore files later. Always remember your backup password or set security questions to help remember the password as you will not be able to retrieve your backup files without it.

Reset Your Phone

If the operating speed of your Phone starts to slow down due to long-term accumulation of caches and residual files, you can reset your Phone to erase these cached files completely and restore your device's factory settings.

Reset network settings: This will restore your Wi-Fi, mobile data network, and Bluetooth settings, including hotspot tethering and Bluetooth pairing information. It won't change other settings on your Phone, or delete any data or files.

Open **Settings**, go to **System** > **Reset** > **Reset network settings**, touch **Reset network settings**, and follow the onscreen instructions to reset the settings.

Restore all settings: This will restore your device's initial network settings, fingerprint data, face data, and lock screen passwords. It won't reset settings for Find my Phone or HUAWEI ID, nor will it delete any data or files.

Open **Settings**, go to **System** > **Reset** > **Reset all settings**, touch **Reset all settings**, and follow the onscreen instructions to reset the settings.

Restore factory settings: This will delete all data in your device's memory and storage, including your account settings, system settings, app data, installed apps, music, images, and documents, and restore your Phone to its original factory settings. Back up your data before restoring your device to its factory settings.

Open **Settings**, go to **System** > **Reset** > **Reset phone**, touch **Reset phone**, enter the screen unlock password (if any), and follow the onscreen instructions to reset the settings.

Data Backup by Shared Folders to Your Computer or Home NAS Devices

Did you store important data, pictures, or large files on your Phone? You can back up your data to a computer or home NAS device by using a shared folder to prevent data loss and free up storage space on your Phone.

Open **Settings**, go to **System** > **Backup & restore** > **Data backup** > **External storage** > **Shared folder**, and touch **Scan for shared folders**. After your Phone detects PCs or NAS devices on the same network through Wi-Fi scanning, touch to access a device and add its shared folder. Then touch **BACK UP**, select the data you want to back up in **Select data** and touch **Back up**.

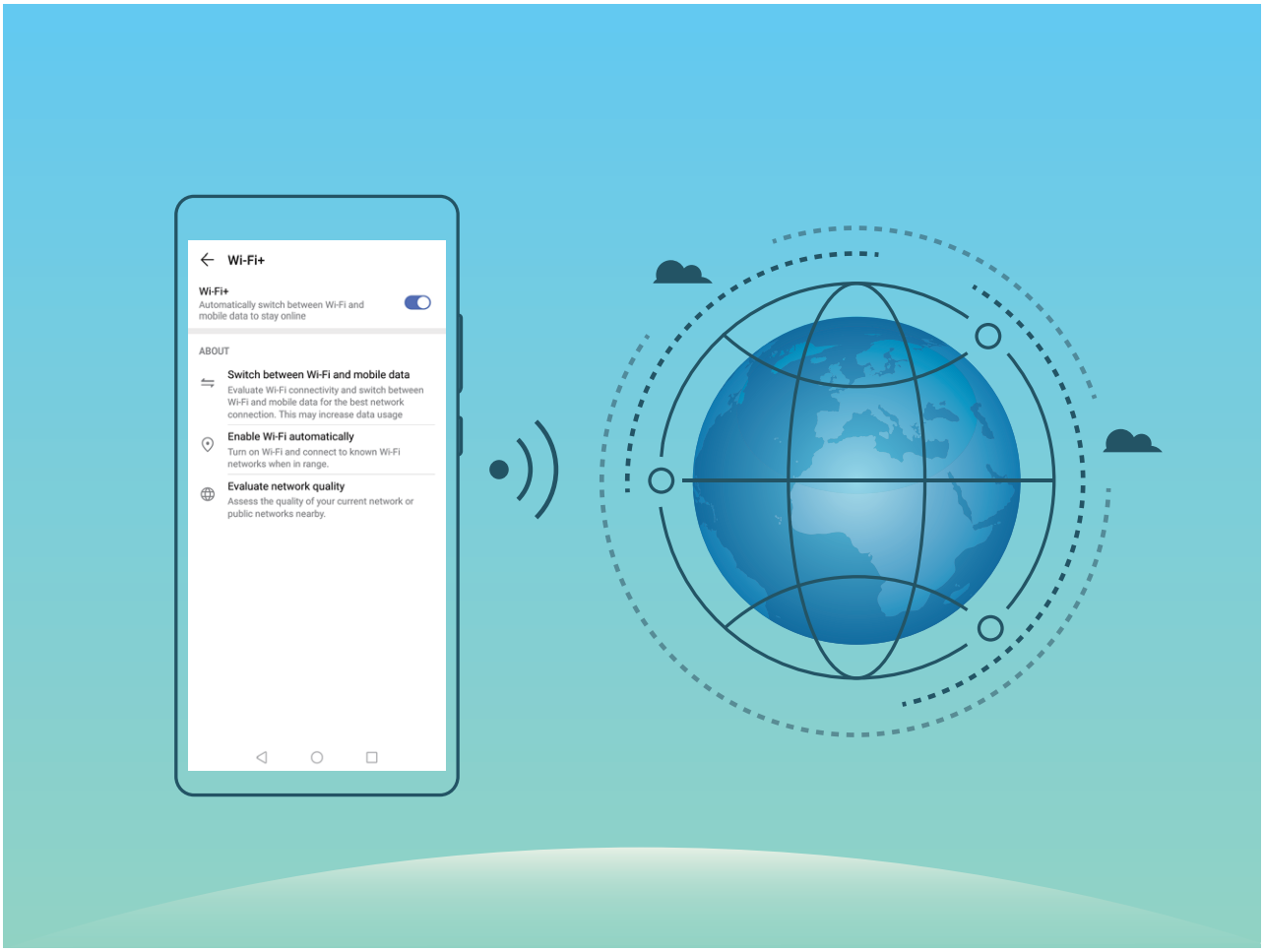
You can touch ⋮ > **Backup encryption** > **Encrypt backups** to enable **Backup encryption** on the backup page, and then set a password when prompted. The password will be used when you want to restore files later. Always remember your backup password or set security questions to help remember the password as you will not be able to retrieve your backup files without it.

Wi-Fi and Network

Wi-Fi

Introduction to Wi-Fi+

Wi-Fi+ intelligently connects to Wi-Fi networks to save mobile data consumption. When your device detects a known or free Wi-Fi network, it will automatically turn on Wi-Fi and connect to the network. Your device will also automatically select the optimal network in the area for the best Internet connection.


Wi-Fi+
Wi-Fi+
Automatically switch between Wi-Fi and mobile data to stay online
ABOUT
Switch between Wi-Fi and mobile data
Evaluate Wi-Fi connectivity and switch between Wi-Fi and mobile data for the best network connection. This may increase data usage
Enable Wi-Fi automatically
Turn on Wi-Fi and connect to known Wi-Fi networks when in range.
Evaluate network quality
Assess the quality of your current network or public networks nearby.

Once you have enabled Wi-Fi+, your device will:

- **Automatically select and connect to the optimal network**: Automatically select and connect to Wi-Fi networks you've previously connected to, free networks, or your mobile data network, depending on the signal strength at your current location.

  You can view the connection status by checking the icons in the status bar:

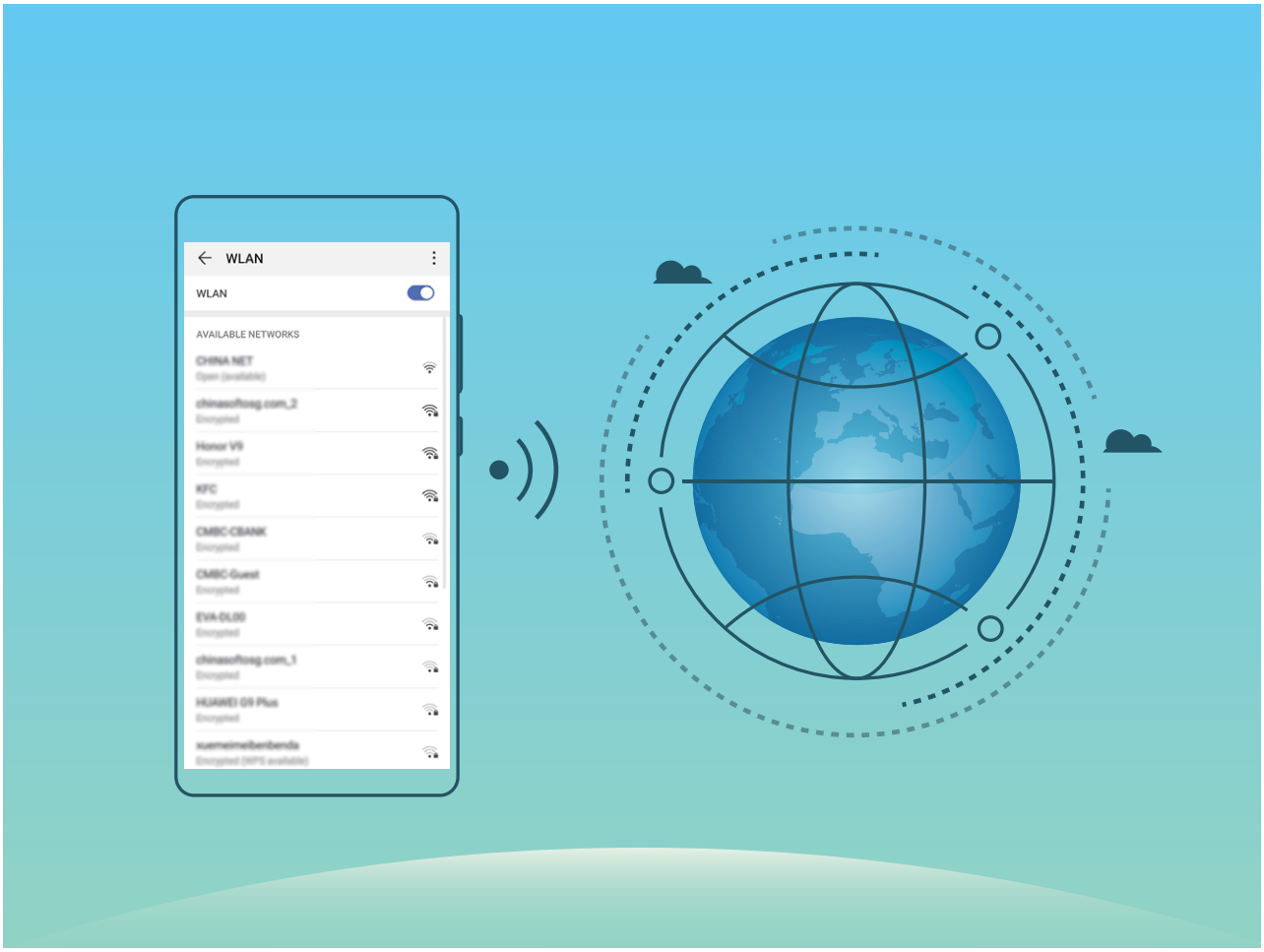
  - The icon indicates that your device is connected to the Internet over Wi-Fi.
  - The icon in the bottom left of the signal bar indicates that your device is connected to the Internet over mobile data.

- **Automatically turn Wi-Fi on:** Depending on the Wi-Fi networks you have connected to previously, Wi-Fi will be automatically enabled in specific locations. This will prevent your device from constantly searching for new networks.
- **Assess the quality of available networks**: Evaluate currently available network hotspots and prevent your device from automatically connecting to networks with no Internet connection.

Connect to Wi-Fi

By connecting your device to a Wi-Fi network, you can effectively save mobile data.

To avoid potential security risks (such as unauthorized access to your personal data and financial information), please exercise caution when connecting to a public Wi-Fi network.



Connect to a Wi-Fi Network: Open **Settings**, go to **Wireless & networks** > **Wi-Fi**, and enable **Wi-Fi**. Touch a Wi-Fi network to access it, and enter the network password or complete the authentication if required. Alternatively, you can scroll to the bottom of the menu, touch **Add network**, and follow the onscreen instructions to add a network hotspot by entering its name and password.

Transfer Data Using Wi-Fi Direct

Wi-Fi Direct allows you to rapidly transfer data between Huawei devices. Wi-Fi Direct is faster than Bluetooth and does not require devices to be paired. It is better suited to transferring large files over short distances.

Send files with Wi-Fi Direct: Open **Files**, touch and hold a file you want to send, and go to **More** > **Share** > **Wi-Fi Direct**. When another device is detected, touch its name to establish the connection and begin file transfer.

Receive files with Wi-Fi direct: Enable **Wi-Fi**. In the Wi-Fi settings screen, touch ⋮ > **Wi-Fi Direct** to enable detection. When you receive an incoming file prompt, touch **Accept** to begin the transfer. The received file will be saved under **Files** in the **Wi-Fi Direct** folder by default.

Turn Wi-Fi+ On or Off

Open **Settings**, go to **Wireless & networks** > **Wi-Fi** > ⋮ > **Wi-Fi+**, and choose to enable or disable **Wi-Fi+**.

- Your Phone will automatically connect to the optimal network available after Wi-Fi+ is enabled.
- Wi-Fi+ may automatically switch to your mobile data network, depending on strength of Wi-Fi+ signals in your area. Note that using mobile data to download or view videos and other large files may incur additional data usage fees. To avoid excessive data charges, purchase an appropriate data plan.
- After Wi-Fi+ is enabled, even if Wi-Fi is disabled manually, the device may automatically switch to a Wi-Fi network when it detects a viable Wi-Fi network you have previously connected to.

Connecting to the Internet

Connect to Wi-Fi networks effortlessly with your device.

Connecting to a Wi-Fi network

1 Swipe down from the status bar to open the notification panel.

2 Touch and hold to open the Wi-Fi settings screen.

3 Switch on **Wi-Fi**. Your device will list all available Wi-Fi networks at your location.

4 Select the Wi-Fi network you want to connect to. If you select an encrypted network, you will also need to enter the Wi-Fi password.

Connecting using mobile data

Before using mobile data, ensure that you have a data plan with your carrier to avoid incurring excessive data charges.

1 Swipe down from the status bar to open the notification panel.

2 Touch to enable mobile data.

When you don't need to access the Internet, disable mobile data to save battery power and reduce data usage.

Share Your Mobile Network with Other Devices

Have extra mobile data at the end of the month? You can share it with your friends.

You can use Wi-Fi hotspot or Bluetooth to share your mobile data with other devices.

Use Wi-Fi hotspot to share mobile data: Open **Settings** and go to **Wireless & networks** > **Tethering & portable hotspot** > **Portable Wi-Fi hotspot** > **Configure hotspot**. Set the hotspot name, encryption type, and password for the Wi-Fi hotspot, then touch **Save** and enable the hotspot to use it.

Worried other devices will have unlimited access to your hotspot data? On the **Portable Wi-Fi hotspot** screen, touch **Data limit** to set the data limit for a single session. When the data sharing limit is reached, your device will automatically disable the hotspot.

Use Bluetooth to share mobile data: Establish a Bluetooth connection between devices before using Bluetooth to share your mobile data. Open **Settings**, go to **Wireless & networks** > **Tethering & portable hotspot**, and enable **Bluetooth tethering**. On the **Bluetooth** screen of the paired device, touch next to the paired device, and enable **Internet access** to establish an Internet connection and share your mobile data.

Use USB to share mobile data: Use a USB cable to connect your device to a computer. Open **Settings**, go to **Wireless & networks** > **Tethering & portable hotspot**, and enable **USB tethering** to start sharing your mobile data.

Depending on the operating system, you may need to install drivers or establish the relevant network connection on your computer before using this function. Refer to your computer's operating system guide for more information.

Apps and Notifications

App Twin: Log In to Two Social Media Accounts at Once

Have you ever wished you could log in to two WeChat and Facebook accounts on your Phone without the hassle of constantly switching between them? App twin lets you log in to two WeChat and Facebook accounts at the same time, allowing you to keep your work and private life separate.

The App twin feature is currently limited to WeChat, QQ Messenger, LINE, Facebook, Snapchat, WhatsApp, and Messenger. Please download and install the latest version of these apps before using the App twin feature.

Touch **Settings**, and go to **Apps** > **App twin**. Enable App twin as required.

When App twin is enabled for an app, two app icons are displayed for the app on the home screen. This means that you can log in to two accounts at the same time. Touch and hold the twinned app icon on the home screen to quickly disable App twin.

Sound and Display

Configure Do Not Disturb Mode

Do not disturb mode blocks calls from strangers and only notifies you when you receive calls and messages from chosen contacts.

Open **Settings** and go to **Sounds** > **Do not disturb**. Toggle on the **Do not disturb** switch, then touch **Do not disturb mode** and select one of the following options:

- **Allow calls and messages from important contacts**: Select **Allow priority interruptions only**, and then touch **Define priority interruptions** to configure which contacts can call or message you.
- **Allow alarm ringtones**: Select **Alarms only** to only allow alarm ringtones.
- **Disable all interruptions**: Select **Don't interrupt** to disable ringtones and vibrations and prevent the screen from turning on for incoming calls, messages, and alarms.

- Some third-party apps may continue to ring when Do not disturb mode is enabled. Configure the in-app settings to mute notifications from these apps.

Time rule: Prevent interruptions at set times, such as weekends or evenings. Touch **Time** to configure the time period and repeat interval, then toggle on the **Time** switch.

Event rule: Prevent interruptions during meetings or events. Touch **Event** to enable **Do not disturb** mode during calendar events.

Sound Settings

Configure Your Sound Settings

When you are watching movies or playing games, your device will automatically switch to stereo sound to enhance your audio experience. You can also set ringtones and audio reminders for a variety of different scenarios.

Adjust system volume: Press a volume button or move the slider to quickly adjust the media volume. Touch to display the sound settings screen. You can then adjust the volume of the ringtone, media, and alarm.

You can also adjust volume in your system settings. Open **Settings**, touch **Sounds** and drag the volume slider to adjust your volume.

Switch between sound, vibration, and silent mode: Swipe down from the status bar and open the shortcuts panel. Touch to switch quickly between **Sound**, **Silent** and **Vibration** mode.

Enable keypad and notification tones: Open **Settings**, and go to **Sounds** > **More sound settings** to enable or disable keypad and notification tones and vibration on touch.

Set your Phone to Silent mode: From the **Sounds** screen, enable **Silent mode**. After you enable **Silent mode**, enable **Vibrate in silent mode**. Now when you receive an incoming call, your screen will light up and your device will vibrate.

Customize your ringtone and notification tone: From the **Sounds** screen, select a custom ringtone or use the **Notification**.

More Display Settings

Use Shortcuts to Access Frequently Used Features

You can touch and hold an app icon to display a menu of frequently used features for quick access. You can also touch and hold a feature and drag it to your home screen to create a shortcut.

If you touch and hold an app icon and no shortcut is created, the app does not support home screen shortcuts.

Quickly access frequently used app features: Touch and hold an app icon on your home screen, and then touch a frequently used feature to access it. Each app supports up to four frequently used features. These are preset by the app and cannot be changed. For example, to take a selfie, touch and hold the camera icon, and then touch **Selfie** in the pop-up menu to create a selfie shortcut.

Add shortcuts to your home screen: Touch and hold an app icon on your home screen to bring up the menu. Touch and hold the desired feature, and then drag it to your home screen to create a shortcut. For example, you can add a shortcut for the camera's selfie feature for quick access to the selfie feature.

Change the Display Settings

Change the font size and adjust the screen brightness to suit your needs.

Open **Settings** and touch **Display**. From here, you can:

- **Full-screen display**: Go to **More display settings** > **Full screen display** to display the app in full screen mode as required.
- **Configure the notch display settings**: Touch **More display settings** > **Notch** to configure the notch display settings.
- **Change the image and text size**: Touch **Text and display size** and select a display mode to suit your needs.
- **Enable automatic screen rotation**: Go to **More display settings** > **Auto-rotate screen** to enable automatic rotation. Alternatively, swipe down from the status bar to open the notification panel, and then enable .
- **Adjust the color temperature**: Go to **Color mode & temperature**. You can select the **Default**, **Warm**, or **Cool** option recommended by the system. Alternatively, touch anywhere on the circle or drag the spot to manually adjust the color temperature.

- **Automatically adjust the screen resolution**: Touch **Screen resolution** and enable **Smart resolution**. The Phone will automatically adjust the screen resolution to reduce power consumption.
- **Play screen savers while charging in Sleep mode**: Go to **More display settings** > **Screen saver**, and enable **Screen saver**. You can set **Picture source** and **Playback duration**. After the setting is complete, your Phone will display a slideshow of your photos when it is being charged and enters Sleep mode.
- **Display more information in the status bar**: Touch **More display settings**. Depending on your preferences, you can enable **Display carrier name** or **Display network speed**.

Storage

Enable Memory Cleanup

Your Phone may slow down over time as your storage space gets smaller. You can use memory cleanup to free up storage space, improve system performance, and keep your Phone running smoothly.

Open **Phone Manager**. Touch **Cleanup** to clear memory and cache and optimize performance. If your storage space is still low, you can perform a deep clean to free up additional storage space.

Smart Assistance

Access Phone Functions from Anywhere with Navigation Dock

In order to close an app or return to the home screen, you must use the navigation bar at the bottom of your Phone. You can enable the Navigation dock feature on your Phone to avoid using navigation buttons and to comfortably operate your device with one hand.

Open **Settings**. Go to **System** > **System navigation** > **Navigation dock** and enable **Navigation dock**. The Navigation dock will appear on the screen. You can then drag it to your preferred location. The Navigation dock can perform the following actions:

- **Back**: Touch the Navigation dock once to go back one step, or touch it twice to go back two steps.
- **Home**: Touch and hold the Navigation dock and then release it to go to the home screen.
- **View background apps**: Touch and hold the Navigation dock and then swipe left or right to view any apps that are running in the background.

System

Change the Input Method

You can change the input method on your Phone as desired.

Switch the input method: Open **Settings**, go to **System** > **Language & input** > **Default keyboard**, and select an input method.

Enable Color Correction

The color correction setting enables your device to compensate for the effects of color blindness.

When color correction is enabled, users with normal color vision may have difficulty viewing some colors.

Open **Settings**, go to **Smart assistance** > **Accessibility** > **Color correction**, and enable **Color correction**. Touch **Correction mode** to select the required color correction mode.

General Settings

Change Your System Language

Want to change your Phone's system language? This can be done with ease.

Open **Settings**, go to **System** > **Language & input** > **Language**, and select the language you want to use. If the language you want is not listed, touch **Add language**, search and add the language, and then select it.

In **Add language** > **Added**, the displayed language (region) does not indicate an association between the language and region or have any political implications. The system interface is displayed according to the cultural habit of the selected region. For example, if you add English (Vietnam), the calendar will take Monday as the first day of each week according to Vietnamese habits rather than Sunday as the first day of each week according to British or American cultures.

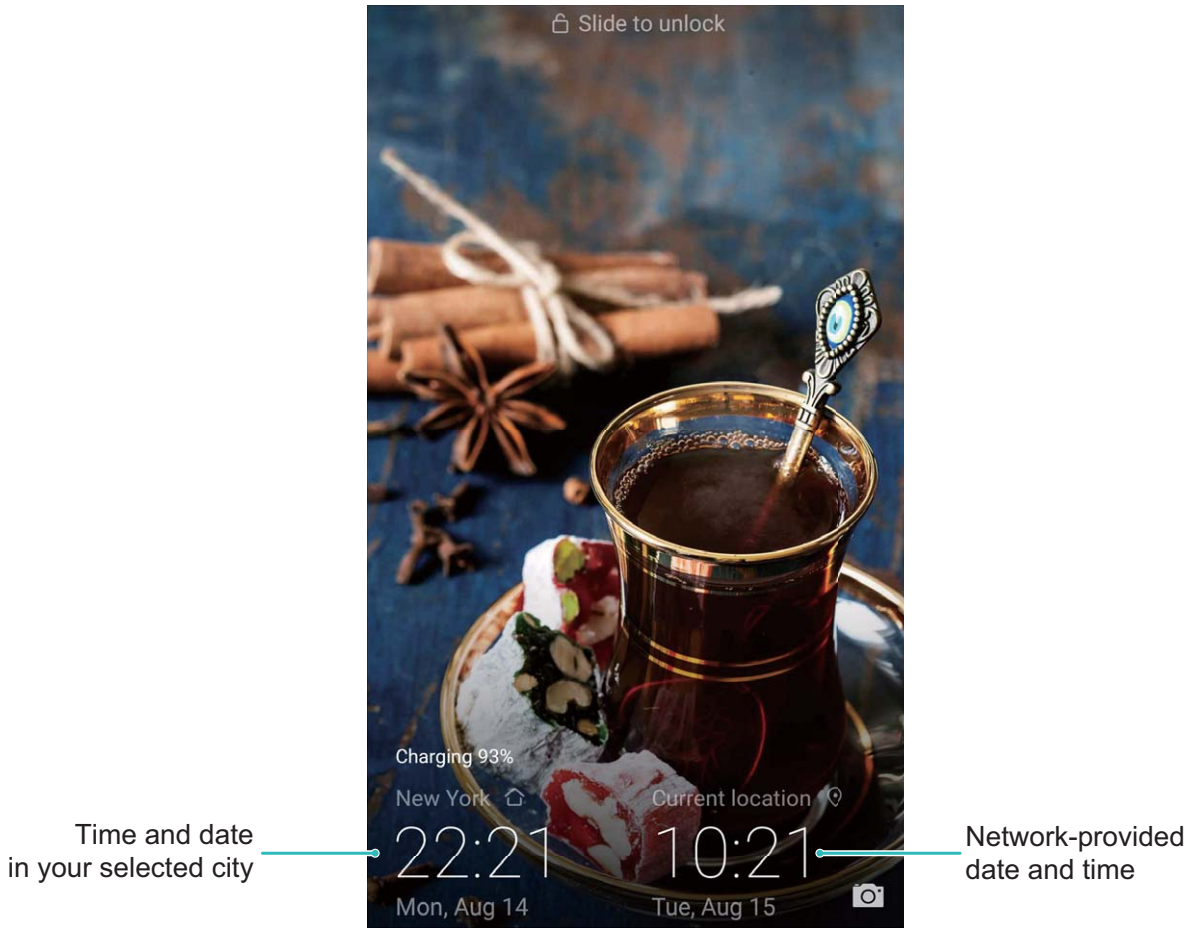
Set Your System Time and Date

If you travel abroad or change your SIM card, your Phone will automatically display the time and date provided by the local mobile network. You can also adjust the time and date manually, modify the time format, or set dual clocks on your lock screen.

Open **Settings** and go to **System** > **Date & time**. From here you can:

- **Modify the time and date**: Enable **Set automatically** to sync your Phone's time and date with your mobile network. Disable **Set automatically** to set your time and date manually.
- **Modify your time zone**: Enable **Set automatically**, to sync your Phone's time zone with your mobile network. Disable **Set automatically** to set your time zone manually.

- **Change the time format**: Enable **24-hour time** to set your time format to 24 hours. Disable **24-hour time** to set your time format to 12 hours.
- **Set dual clocks on your lock screen**: If you are overseas, your Phone will automatically display the local time and date provided by the local mobile network. You can enable **Dual clocks** and set **Home city** to display dual clocks on your lock screen: one displaying the local time and the other the time in your home country.



View Memory and Storage Status

Unsure of how much memory and storage you have left after using your Phone for a long time? You can view your Phone's memory and storage information to help you monitor your memory and storage use and decide whether to perform a cleanup.

Not all devices support memory cards.

Open **Settings**, and touch **Storage** to view the memory usage, and free up more space in a timely manner based on the available storage space.

Clean up space: Select **CLEAN UP**, you can view the usage details of apps. Based on the scan result, you can also manually clean up the system as recommended or specify items to clean up.

System Update

Performing an Online Update

Your Phone will prompt you to download and install a system update when a new version is available. The online update feature allows you to update your Phone quickly and securely.

- Before performing an online update, ensure that your Phone is connected to the Internet. Online updates require an Internet connection. Update your Phone over a Wi-Fi network to avoid incurring unnecessary data charges.
- Ensure that your Phone is at least 30% charged during the update process.
- Avoid using unauthorized third-party software to install firmware and system updates. These may cause your Phone to cease functioning or disclose your personal information. For best results, update your system using the online update feature, or take your Phone to your nearest Huawei service center.
- Always back up your data before updating your Phone to avoid potential data loss.
- Some third-party apps may be incompatible with the new system version (such as online banking apps or games). Please wait for a new version of the third-party app to be released.

1 Open **Settings**.

2 Go to **System** > **Software update**.

System updates may take a while to complete. Avoid using your Phone during this time. Your Phone will automatically restart when the update is complete.

Legal Notice

Legal Notice

Copyright © Huawei Technologies Co., Ltd. 2019. All rights reserved.

No part of this manual may be reproduced or transmitted in any form or by any means without prior written consent of Huawei Technologies Co., Ltd. and its affiliates ("Huawei").

The product described in this manual may include copyrighted software of Huawei and possible licensors. Customers shall not in any manner reproduce, distribute, modify, decompile, disassemble, decrypt, extract, reverse engineer, lease, assign, or sublicense the said software, unless such restrictions are prohibited by applicable laws or such actions are approved by respective copyright holders.

Trademarks and Permissions

HUAWEI, HUAWEI, and are trademarks or registered trademarks of Huawei Technologies Co., Ltd.

Android™ is a trademark of Google Inc.

The *Bluetooth*® word mark and logos are registered trademarks owned by *Bluetooth SIG, Inc.* and any use of such marks by Huawei Technologies Co., Ltd. is under license.

Qualcomm® aptX™ and Qualcomm® aptX™ HD are registered trademarks of Qualcomm Inc. (NASDAQ: QCOM).

Other trademarks, product, service and company names mentioned may be the property of their respective owners.

Notice

Some features of the product and its accessories described herein rely on the software installed, capacities and settings of local network, and therefore may not be activated or may be limited by local network operators or network service providers.

Thus, the descriptions herein may not exactly match the product or its accessories which you purchase.

Huawei reserves the right to change or modify any information or specifications contained in this manual without prior notice and without any liability.

Third-Party Software Statement

Huawei does not own the intellectual property of the third-party software and applications that are delivered with this product. Therefore, Huawei will not provide any warranty of any kind for third party software and applications. Neither will Huawei provide support to customers who use third-party software and applications, nor be responsible or liable for the functions or performance of third-party software and applications.

Third-party software and applications services may be interrupted or terminated at any time, and Huawei does not guarantee the availability of any content or service. Third-party service providers provide content and services through network or transmission tools outside of the control of Huawei. To the greatest extent permitted by applicable law, it is explicitly stated that Huawei shall not compensate or be liable for services provided by third-party service providers, or the interruption or termination of third-party contents or services.

Huawei shall not be responsible for the legality, quality, or any other aspects of any software installed on this product, or for any uploaded or downloaded third-party works in any form, including but not limited to texts, images, videos, or software etc. Customers shall bear the risk for any and all effects, including incompatibility between the software and this product, which result from installing software or uploading or downloading the third-party works.

This product is based on the open-source Android™ platform. Huawei has made necessary changes to the platform. Therefore, this product may not support all the functions that are supported by the standard Android platform or may be incompatible with third-party software. Huawei does not provide any warranty or representation in connect with any such compatibility and expressly excludes all liability in connection with such matters.

DISCLAIMER

ALL CONTENTS OF THIS MANUAL ARE PROVIDED "AS IS". EXCEPT AS REQUIRED BY APPLICABLE LAWS, NO WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE MADE IN RELATION TO THE ACCURACY, RELIABILITY OR CONTENTS OF THIS MANUAL.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL HUAWEI BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL DAMAGES, OR LOSS OF PROFITS, BUSINESS, REVENUE, DATA, GOODWILL SAVINGS OR ANTICIPATED SAVINGS REGARDLESS OF WHETHER SUCH LOSSES ARE FORSEEABLE OR NOT.

THE MAXIMUM LIABILITY (THIS LIMITATION SHALL NOT APPLY TO LIABILITY FOR PERSONAL INJURY TO THE EXTENT APPLICABLE LAW PROHIBITS SUCH A LIMITATION) OF HUAWEI ARISING FROM THE USE OF THE PRODUCT DESCRIBED IN THIS MANUAL SHALL BE LIMITED TO THE AMOUNT PAID BY CUSTOMERS FOR THE PURCHASE OF THIS PRODUCT.

Import and Export Regulations

Customers shall comply with all applicable export or import laws and regulations and be responsible to obtain all necessary governmental permits and licenses in order to export, re-export or import the product mentioned in this manual including the software and technical data therein.

Personal Information and Data Security

The use of some functions or third-party applications on your device could result in your personal information and data being lost or becoming accessible to others. Use the following measures to help you protect your personal information:

- Put your device in a safe place to prevent unauthorized use.
- Set your device screen to lock and set a password or unlock pattern.
- Periodically back up personal information stored on your SIM card, memory card, or your device memory. If you change to a different device, be sure to move or delete any personal information on your old device.
- Do not open messages or emails from strangers to prevent your device from becoming infected with a virus.
- When using your device to browse the Internet, do not visit websites that might pose a security risk to avoid your personal information from being stolen.
- If you use services such as the portable Wi-Fi hotspot or Bluetooth, set passwords for these services to prevent unauthorized access. Turn these services off when they are not in use.
- Install device security software and regularly scan for viruses.
- Be sure to obtain third-party applications from a legitimate source. Downloaded third-party applications should be scanned for viruses.
- Install security software or patches released by Huawei or authorized third-party application providers.
- Using unauthorized third-party software to update your device may damage your device or put your personal information at risk. It is recommended that you update through your device's online update feature or download official update packages for your device model from Huawei.
- Some applications require and transmit location information. As a result, a third-party may be able to share your location information.
- Some third-party application providers may collect detection and diagnostic information on your device to improve their products and services.

Obtaining help

Read the Quick Start Guide included with your phone.

Touch **Settings** > **System** > **About phone** > **Legal** to read the legal information.

Visit http://consumer.huawei.com/en/ for more information.

Get More Information

For more information, you can enter a feature name in the search box of **Tips**.

This guide is for reference only. The actual product, including but not limited to the color, size, and screen layout, may vary. All statements, information, and recommendations in this guide do not constitute a warranty of any kind, express or implied.

Note: Remember the Google account your phone last logged in to.
During an untrusted factory settings restoration, Google's anti-theft mechanism requires you to enter the Google account your phone last logged in to on the startup navigation screen for identity authentication. Your phone can properly power on only after the identity authentication passes.

Please visit http://consumer.huawei.com/en/support/hotline for recent updated hotline and email address in your country or region.

Model: VCE-L22

EMUI 9.0.1_01

Qualcomm®
aptX™